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ONTARIO

DEPARTMENT OF EDUCATION

44 Eglinton Ave. West
Toronto 12, Ontario

Memorandum to: Directors of Education
Superintendents of Public Schools
Inspectors of Elementary Schools
Principals of the Teachers' Colleges

Re: Daily Register for Elementary Schools

It is expected that the total number of copies of the new five-year Daily Register for Elementary Schools which were requested for the various inspectorates will be shipped to Inspectors of Elementary Schools before the end of the present school year. Each Inspector will be responsible for acknowledging promptly receipt of these Registers on a form included with the shipment and for the distribution of the Registers to the schools.

To ensure accurate pupil accounting it is necessary for teachers to follow in every detail the instructions which are contained in the Register.

The following significant changes have been made in this Daily Register:

1. A pocket has been provided on the inside of the front cover in which Form 94, School Year and Holidays, can be conveniently kept.
2. Some items in the "General Instructions" have been amended and some new items of instruction have been added.
3. Following the General Instructions the first double page has been set up as a Specimen to illustrate the method of recording attendance. An attempt has been made to show as many hypothetical situations as possible and to illustrate the method of recording them. It is to be noted that a blank space will indicate that the pupil was present on that day.
4. The main change in the format of the Daily Attendance page is to provide for better presentation of information in the total and monthly summary sections.
5. The "Summary of Attendance" pages at the back of the Register calls for essentially the same information as before, the format has been re-arranged and provides a space for the Principal's signature.
6. Two new summary pages, 110 and 111, have been added for purpose of recording attendance detail of non-resident pupils.

You are requested to take whatever steps you deem necessary to ensure that all persons responsible for the maintenance of a Daily Register are familiar with the changes effective in September 1964.

H.E. Elborn

Deputy Minister.

Toronto, Ontario,
April 17, 1964.

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

ONTARIO
DEPARTMENT OF EDUCATION

No.1(b), April 1964.

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS

Re: 1. Elementary School Library Survey
2. Ontario Mining Association
3. T.S.A. Formation Notice Form

1. Elementary School Library Survey

At an early date a supply of forms to be used for the Elementary School Library Survey will be sent to each inspector in charge.

Three copies are to be completed for each school. The inspector is asked to complete the identification on page 1 and to give the name of the board as of January 1, 1965. (If the proposed 1964 amendment to Section 40 of The Public Schools Act has become law, this should be taken into consideration).

After page 1 has been completed, three copies are to be forwarded to the principal of the school concerned. After being completed, the forms are to be distributed on or before May 29 as follows: one is to be retained by the principal; one is to be retained by the inspector; and one is to be forwarded by the inspector to the Statistics Branch, Department of Education, 344 Bloor Street West, Toronto 2.

2. Ontario Mining Association

An official of the Ontario Mining Association has advised this office that the Association does not have material available to send to pupils of Grade 7 to assist in their study of mining. It will be appreciated if the inspectors will advise their teachers that the Association cannot fill requests from teachers or pupils for printed material on mining.

3. T.S.A. Formation Notice Form

The requests of the provincial public school inspectors for copies of T.S.A. Formation Notice Forms are being filled as they are received.

Each provincial inspector is advised that copies of the completed forms are not to be sent to the clerks and secretaries until the inspector has received acknowledgemen of the completed copies that have been forwarded to the Department.

G.L. Duffin
Superintendent of Elementary Education.

Toronto 12, April 10, 1964.

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Dr. C.A. Brown

MEMORANDUM TO ALL ROMAN CATHOLIC SEPARATE SCHOOL INSPECTORS

Re: 1964 Legislation affecting Roman Catholic Separate Schools
Bill 87 - An Act to amend The Separate Schools Act
Bill 89 - An Act to amend The Schools Administration Act

In order to assist Roman Catholic Separate School inspectors to make, as soon as possible, any necessary changes provided for in the legislation presently under consideration, those parts of Bills 87 and 89, as amended in committee, which affect the Roman Catholic Separate Schools are made available herewith.

Each inspector is asked to study this material carefully and to make whatever plans are required to implement the amended legislation as soon as it becomes effective.

G.L. Duffin
Superintendent of Elementary Education

Toronto 12, April 29, 1964.

√

Legislation, affecting Roman Catholic Separate Schools particularly, which has been reported for Third Reading

Being parts of Bills 87 and 89

Bill 87 - An Act to amend The Separate Schools Act- **Part II**

R.S.O. 1960, c. 368, s. 22, amended

2. Section 22 of *The Separate Schools Act*, as amended by section 2 of *The Separate Schools Amendment Act, 1960-61* and section 3 of *The Separate Schools Amendment Act, 1962-63*, is further amended by adding thereto the following subsection:

Agreements between public and separate school boards

(12*a*) A separate school board and a public school board may by agreement provide that, where accommodation is available in the schools operated by the public school board, as certified by the public school inspector, the public school board shall furnish education in such course or courses as are not available in the separate schools operated by the separate school board for part or all of the pupils of such separate schools, and the separate school board shall pay to the public school board for each of such pupils a fee not in excess of the gross cost per pupil per day for the preceding year.

3.—(1) Subsection 5 of section 27 of *The Separate Schools Act* is repealed and the following substituted therefor:

R.S.O. 1960, c. 368, s. 27, subs. 5, re-enacted

(5) The chairman shall preside and shall submit all motions to the meeting in the manner desired by the majority, and the chairman is entitled to vote on any motion, and in the case of a tie vote with respect to the election of two or more candidates, the chairman shall give a casting vote or provide for drawing lots to determine which of the candidates is elected, and in the case of a tie vote on a question the question is deemed to be negatived.

(2) Subsection 15 of the said section 27 is repealed and the following substituted therefor:

R.S.O. 1960, c. 368, s. 27, subs. 15, re-enacted

(15) When the poll is closed, the chairman and secretary shall count the votes polled for the respective candidates or affirmatively and negatively upon the question submitted, and,

Counting votes, tie vote

(*a*) in the case of a tie vote with respect to the election of two or more candidates, the chairman shall give a casting vote or provide for drawing lots to determine which of the candidates is elected; and

(*b*) in the case of a tie vote on a question, the question is deemed to be negatived.

4. Subsection 3 of section 32*a* of *The Separate Schools Act*, as enacted by section 5 of *The Separate Schools Amendment Act, 1961-62*, is amended by inserting after "If" in the first line "before the 1st day of July in any year", so that the subsection shall read as follows:

R.S.O. 1960 c. 368, s. 32*a* (1961-62, c. 132, s. 5), subs. 3, amended

When school detached

(3) If, before the 1st day of July in any year, a majority of the supporters who are entitled to vote on the question vote in favour of detaching the school, it is detached on the 1st day of January of the following year, except that, for the purposes of the election of trustees, it shall be deemed to be detached on the day of nomination for trustees, and the requisite number of trustees of the separate school so detached shall be elected as provided in section 27.

R.S.O. 1960, c. 368, s. 45, subs. 3, cl. *b*, re-enacted

5.—(1) Clause *b* of subsection 3 of section 45 of *The Separate Schools Act* is repealed and the following substituted therefor:

payment of salaries

(*b*) to arrange for the payment monthly of teachers' salaries.

R.S.O. 1960, c. 368, s. 45, subs. 3, cl. *d*, amended

(2) Clause *d* of subsection 3 of the said section 45 is amended by striking out "and dumb" in the fourth line, so that the clause shall read as follows:

report on deaf or blind

(*d*) to ascertain and report to the Minister, at least once in each year, the names and ages of all children of school age who would otherwise be required to attend a school under its charge, who are deaf or blind.

R.S.O.1960, c.368,s.48 (1962-63, c.132,s.8), subs.8, re-enacted

6. Subsection 8 of section 48 of The Separate Schools Act, as re-enacted by section 8 of The Separate Schools Amendment Act, 1962-63, is repealed and the following substituted therefor:

Urban separate school zone

(8) Subject to section 49, where a separate school board is established in an urban municipality, the urban separate school zone includes the urban municipality and any parcel of land that is within a radius of three miles from a centre in the urban municipality and that is within an urban municipality in which a separate school board has not been established or within a township.

and that sections 6 to 10 be renumbered as 7 to 11 respectively.

R.S.O.1960, c.368,s.49 (1962-63, c.132,s.8), subss.1-3, re-enacted; subs.4, repealed

7. Subsections 1,2,3 and 4 of section 49 of The Separate Schools Act, as re-enacted by section 8 of The Separate Schools Amendment Act, 1962-63, are repealed and the following substituted therefor:

Boundaries where zones overlap in township, etc.

(1) Where two or more separate school zones would otherwise overlap in a township or in territory without municipal organization, the inspector shall, after he has consulted with the boards involved, determine a boundary between each of the zones in the township or territory.

When alteration effective

(2) A boundary in the overlapping area may be altered before the 1st day of July in any year and such alteration shall be effective on the 1st day of January of the following year, except that, for the purposes of the election of trustees, it shall be deemed to be effective on the day of nomination for trustees.

Appeal

(3) A separate school board or a separate school supporter affected by the determination of the inspector may appeal the determination to the county judge before the 1st day of August following the determination.

R.S.O. 1960, c. 368, s. 53, subs. 1 (1961-62, c. 132, s. 8), amended

8. Subsection 1 of section 53 of *The Separate Schools Act*, as re-enacted by section 8 of *The Separate Schools Amendment Act, 1961-62*, is amended by striking out "give notice thereof in writing, on or before the 30th day of September" in the second, third and fourth lines and inserting in lieu thereof "on or before the 30th day of September in any year, give notice in writing that he desires to withdraw his support for the following year", so that the subsection shall read as follows:

Notice of withdrawal of support

(1) A Roman Catholic who desires to withdraw his support from a separate school shall, on or before the 30th day of September in any year, give notice in writing that he desires to withdraw his support for the following year,

(*a*) where the separate school is situated in a municipality, to the clerk of the municipality; or

(*b*) where the separate school is situated in territory without municipal organization,

(i) if he resides in a school section, to the secretary of the public school board of the section and to the secretary of the separate school board, or

(ii) if he does not reside in a school section, to the secretary of the separate school board;

otherwise he shall be deemed to be a supporter of the separate school.

9. Section 72 of *The Separate Schools Act* is repealed.

R.S.O. 1960, c. 368, s. 72, repealed

Commencement

10. —(1) This Act , comes into force on the it receives Royal Assent.

Bill 89 - An Act to amend The Schools Administration Act

R.S.O. 1960, c. 361, s. 81, subs. 6, re-enacted

Subsection 6 of section 81 of *The Schools Administration Act* is repealed and the following substituted therefor:

Separate school inspectors

(7) Where the average attendance of pupils in the separate schools operated by a board in a separate school zone in any year is 40,000 or more, the board may request the Minister to designate the separate school zone as a municipal inspectorate, and, if the request is granted, the board shall, on or before the 1st day of July of the following year, appoint an adequate staff of separate school inspectors whose appointment or removal is not effective until approved by the Minister.

Comes into effect Jan. 1,1965

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE PROVINCIAL ELEMENTARY SCHOOL INSPECTORS

Re: Secretarial Assistants

It has been decided to bring the Inspectors' secretarial assistants, full-time and part-time, into the casual service of the Department. This will standardize salaries and benefits.

It is our aim to eventually bring the continuous full-time employees into the regular classified service to provide them with superannuation and full Civil Service benefits. The part-time employees will remain as casual employees of the Civil Service.

To provide the Department with the necessary information, please complete the following forms:

(a) Report on Secretarial Assistants (Form PB-99). (1 copy)
(b) Recommendation (Form PB-100) (1 copy)
(Fill in only the Branch (Elementary Education), Location (Address of the Inspector's Office), name of employee, position title (secretarial assistant), and the Inspector will sign in space for immediate supervisor.)

Please have the employee complete:

(a) Application Form (Form CS.1) - all spaces filled in (2 copies)
(b) Employee's Report (Form PB-101) - to be signed also by the Inspector. (1 copy)

We anticipate that this project will result in improved terms of employment for these persons.

These forms are to be returned to the undersigned immediately.

G. L. Duffin
Superintendent of Elementary Education.

Toronto 12, February 25, 1964

ONTARIO

DEPARTMENT OF EDUCATION

CONFIDENTIAL

MEMORANDUM TO THE PROVINCIAL ELEMENTARY-SCHOOL INSPECTORS

Re: Bill 54 to amend The Public Schools Act

The first reading has been given to the above-mentioned bill the purpose of which is to complete the formation of township school areas in Ontario and to provide for future changes when they may be deemed advisable. An excerpt from Section 2 of the bill (Section 40 of The Public Schools Act as amended) has been sent to you for study. As soon as the bill has received third reading and Royal Assent has been given, a copy will be sent to you. At the same time you will receive the forms which are necessary to advise the Minister and the municipal clerks concerned of the resultant changes in organization produced by this legislation.

You may assume that the local inspector will, in each case, be appointed by the Minister as referee, and will be called upon to carry out the provisions of Section 42 of The Public Schools Act, including the submission to the Minister of the necessary report for each new larger unit of administration.

Wm. C. Vander Burgh

for Superintendent of Elementary Education.

Toronto 12, March 5, 1964.

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Principals of Private Schools

Re Inspection for Teachers who hold Interim
Teaching Certificates or Letters of Standing
valid in the Elementary Schools

The Minister of Education has approved an arrangement whereby a private-school teacher who holds an Interim teaching certificate or a Letter of Standing valid in the elementary schools may be inspected by an Elementary School Inspector for the purpose of obtaining (a) a Permanent teaching certificate or (b) an Interim teaching certificate, as the case may be.

A teacher who wishes to have an inspection for one of the purposes mentioned is advised to write to Mr. G.L. Duffin, Superintendent of Elementary Education, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario. The request for an inspection should be endorsed or otherwise supported by the principal.

Mr. G.L. Duffin will communicate with the teacher and the inspector concerned regarding the inspection. The teacher is asked to notify his principal of the arrangements.

F. S. Rivers

Chief Director of Education

TORONTO 12, February 28, 1964

Dr. C. A. Brown

ONTARIO

DEPARTMENT OF EDUCATION

No.1(a), March 1964.

MEMORANDUM TO THE INSPECTORS

Re: In-Service Programme in Grade 7 Mathematics

1. An unexpected development makes it necessary that the dates for the In-Service Programmes in Grade 7 Mathematics at Ottawa and North Bay be interchanged.
2. The Conference at North Bay Teachers' College will be held on April 6 and 7.
3. The Conference at Ottawa Teachers' College will be held on April 9 and 10.
4. All other details of memorandum No.2(1) March, 1964, of March 4, remain unchanged.

G.L. Duffin
Superintendent of Elementary Education.

TORONTO 12, March 11, 1964.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PUBLIC AND SEPARATE SCHOOL INSPECTORS
WHO INSPECT SCHOOLS WHERE FRENCH IS A SUBJECT OF INSTRUCTION

Re: Inspection Reports

As it is not customary for other Elementary School Inspectors to send copies of their inspection reports to the Department of Education unless requested to do so, the practice of mailing such reports to the Department is to be discontinued upon receipt of this memorandum.

However, you are requested to keep a copy of the reports on file in your office for reference purposes. From time to time, the Department will ask you to forward copies of the reports and, after having studied them, will make comments to you regarding their strengths and weaknesses.

C. Vandenburgh

for Superintendent of Elementary Education.

TORONTO 12, March 11, 1964.

ONTARIO

DEPARTMENT OF EDUCATION

No. 2(k) February, 1964.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: General Legislative Grants

The 10% differential in the school tax rates for residential and farm properties will continue in force in 1964.

G L Duffin

Superintendent of Elementary Education.

Toronto 12, February 24, 1964.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(j) February, 1964

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS AND TEACHERS' COLLEGE STAFFS

Re: Regional Conferences

1. Arrangements are now being made for two-day conferences of elementary school inspectors and selected Teachers' College Masters to be held in the latter part of the current school year for the study of Curriculum I:12A (Grade 7 Mathematics) recently approved for use on an optional basis beginning in September, 1964. Because of the costs that will be involved in the holding of these additional conferences during this spring, it has been decided that the Regional Conference that would normally be held at each Teachers' College during the school year 1964-65 will not be held.

2. The Executives that were elected at the 1963-64 Conferences to plan the conferences for next year are asked to carry on without a meeting during 1964-65. It is desirable that the organizations be kept because of the very valuable contribution to education that has in the past been possible by the bringing together of both groups on a formal basis, and for ease in carrying on in the future.

3. The Secretary of each 1963-64 Conference is asked to forward to the Superintendent of Elementary Education in duplicate a list giving the names and positions of the members of the executive that were elected for 1964-65. This will ensure that the names of the executives that may carry on in the future will be known in both branches.

G.L. Duffin

Superintendent of Elementary Education.

C.A. Mustard

Superintendent of Teacher Education.

44 Eglinton Avenue West,
Toronto 12, February 14, 1964.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(i) December, 1963.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

1. Change of Location

It is expected that effective January 6, 1964, the offices of the Department of Education that are now located in the North Wing of the Parliament Buildings, Queen's Park, will be located at the north-east corner of Eglinton and Duplex Avenues. The Elementary Education Branch will be located on the seventh floor of the office building. The mailing address will be Department of Education, 44 Eglinton Ave. West, Toronto 12.

2. Children's Recreational Reading Council

The history and purpose of The Children's Recreational Reading Council are given in detail in the enclosed memorandum. The inspectors are asked to become familiar with the work of the Council and to make use of its services.

3. Elementary School Construction Policy

The policy that is followed in the approval for grant purposes of an expenditure for a new elementary school or addition has been summarized and is contained in the enclosed pamphlet. It is suggested that inspectors may wish to keep this material available with their copies of Suggestions For The Layout and Construction of Schools in Ontario, Third Edition, June, 1962.

4. Expenditures for Fences

The inspectors are advised that the procedure for the approval for grant purposes of an expenditure for a fence has now been changed. Form Bldg.13 will be no longer required. Effective January 1, 1964, the maximum amount that may be approved by the inspector on Form G60, or by the Department where a Departmental approval has been given for a building project within the last two years, will be calculated by multiplying $2.00 by the number of linear feet of fence. This amount will be deemed to include any expenditures by the board for gates, posts or construction of the fence. The inspectors are asked to delete the reference to Form G13 on page 4 of Elementary School Policy, Revised July, 1963.

5. Form G20 - Municipal Report for Grant Purposes on Population and Assessment for 1963.

This form was not reprinted this year as it was not useful to the Grants office. The assessments shown on the form did not agree with the assessments shown on the Audited Financial Report.

G L Duffin
Superintendent of Elementary Education.

TORONTO 2, December 20, 1963.

ELEMENTARY SCHOOL CONSTRUCTION

APPROVALS OF CLASSROOMS

Accommodation	Maximum Approval	Min. Clear Area	Min. Ceil. Height	Min. Window Area to Floor Area	Basis of Approval
Classroom	$20,000.	725 Sq.feet	10'	15%	35 pupils
Art Room *	$20,000.*	725 "	10'	15%	35 pupils *
Commercial *	$20,000.*	725 "	10'	15%	35 pupils *
Library Classroom * (a)	$20,000.*(a)	725 "	10'	15%	35 pupils *
Music Room *	$20,000.*	725 "	10'	15%	35 pupils *
Science Room *	$20,000.*	725 "	10'	15%	35 pupils *
Kirdergarten	$20,000.	725 "	10'	15%	35 pupils (2 parts)
Double Kindergarten	$35,000.	1500 "	10'	15%	70 pupils (2 parts)
Opportunity or Auxiliary	$20,000.	725 "	10'	15%	20 pupils
Team Teaching	$35,000.	1500 "	10'	15%	70 pupils

* These rooms are eligible for grant only in a rotary system where they, as well as all standard classrooms, carry a full class load throughout the whole school day.

(a) See also Library (Listed under Approval of Special Areas).

Revised July,1963.

ELEMENTARY SCHOOL CONSTRUCTION

APPROVAL OF SPECIAL AREAS

Item	Accommodation	Maximum Approval	Maximum Clear Area	Min. Clear Area	Min. Exits	Min. Ceil. Height	Number Permissible 1-20 clrms.	Requirements
(a)	Home Economics	$20,000.		1000	1	10'	N.A.	50% use
(b)	Industrial Arts	$20,000.		1000	1	10'	N.A.	50% use
(c)*	General Purpose room	$20,000.	3200(excluding stage)	1600 +	2	16'	**	
(d)*	General Purpose room	$20,000.	1000(no stage)	750	2	10'	**	
(e)*	General Purpose room (2 potential cr.)	$20,000.	1600	1600	2	10'	**	
(f)*	Lunch Room	$20,000.		750	2	10'	**	
(g)*	Lunch Room	$10,000.		375	2	10'	**	
(h)	Library)	$20,000.		800	2	10'		12 or more classrooms
	Work & Ref. room)			350	1			

A second home economics room is approvable if the first has 100% use and the second has 50% use or more.

A second industrial arts room is approvable if the first has 100% use and the second has 50% use or more.

* Choice (for a school of fewer than 20 classrooms) is limited to one of items (c)(d)(e)(f) or (g).

** Exceptions: (i) A senior school of 12 or more classrooms may have a lunchroom as well as a playroom.
(ii) A senior school may have a second playroom on the basis of 50% use of second playroom, calculated as follows:
1 hour per week for each class up to and including Grade 6
2 hours per week for each class Grades 7 and 8.

Basement rooms are not desirable. The few cases which appear to be justified by the applicant will be considered on their merits.

For a general purpose room with 1 classroom the maximum approval is $ 5,000.00
" " " 2 classrooms " " $10,000.00
" " " 3 " " " $15,000.00
" " " 4 " " " $20,000.00
" " " 4 " + " " $20,000.00

Revised July, 1963.

ELEMENTARY SCHOOL CONSTRUCTION

WASHROOM FIXTURES (Minimum Number)

Classrooms in School	1	2	3	4	5	6	12	18	24	30	1	2	3	4	5	6	12	18	24	30
Number of boys	15	30	45	60	75	100	200	300	400	500										
Number of girls											15	30	45	60	75	100	200	300	400	500
Water closets	1	1	2	2	2	3	4	5	6	7	2	3	4	4	5	6	10	14	18	22
Urinals	1	2	2	2	3	4	7	10	13	16										
Hand basins	1	1	2	2	3	4	5	6	7	8	1	1	2	2	3	4	5	6	7	8

Revised July, 1963.

ELEMENTARY SCHOOL CONSTRUCTION

CAPITAL COSTS FROM CURRENT FUNDS
(Re Form G60 - limited to $2000 per project)

ITEM	EXPLANATION	REQUIRED SUPPLEMENTARY FORMS
(a) New Foundation (exclusive of basement)		
(b) New stairway	To service approved area (but not substandard areas).	
(c) New roof	Roof structure, roof and new shingles, or equivalent, but not repair work.	
(d) New floor	Floor structure, floor and floor covering but not repairs, and not rugs.	
(e) Fire escape	Approved "fire escape" or fire exit route (e.g. stairwell).	
(f) Fire proofing furnace room, fire door etc.		Form Bldg. 8A
(g) New heating equipment	Including furnace, stove or space heater.	Form Bldg. 8A
(h) New lighting	State proposed operating or "maintained" level of illumination (in foot candles).	Form Bldg. 8B
(i) New modern toilet accommodations	Flush toilets, septic tank, disposal bed or equivalent.	
(j) New water facilities	Applies only to costs on the school site.	Form Bldg.8
(k) New fence	Applies only to costs on the school site.	G13 instead of G60 is required where expenditure exceeds $600. Line diagram showing length, gates, height of fence, quality is required.
(l) New blackboard		
(m) New desks		

Revised Ju[illegible] 1963.

ELEMENTARY SCHOOL CONSTRUCTION

Table of PERMISSIVE AREAS

Number of Classrooms	Total Area Outside Dimensions	Specify for Additions
1	1,600 square feet	1,500 square feet
2	3,200	3,000
3	4,700	4,500
4	6,200	6,000
5	7,500	7,500
6	8,500	etc.
7	10,000	
8	11,500	
9	12,500	
10	14,000	
11	15,500	
12	16,500	
13	18,000	
14	19,000	
15	20,000	
16	22,000	
17	23,500	
18	24,500	
19	26,000	
20	27,500	
21	28,500	
22	30,000	
23	31,500	
24	32,500	
25	34,000	
26	35,500	
27	36,500	
28	38,000	
29	39,500	
30	40,500	

250 square feet per storey, per stairwell may be allowed. For example, in the case of a two-storey building, an additional 500 square feet per stairwell may be allowed. No additional area is allowed for a stairway in a corridor.

The maximum area for an addition can be confirmed when a sketch plan has been submitted showing the present and the proposed accommodation. For example, the maximum area of a school consisting of 6 classrooms and an addition of 4 classrooms is 14,000 square feet.

Revised July, 1963.

ELEMENTARY SCHOOL CONSTRUCTION

PORTABLES

Normally portables are approved only when a school board is facing a continuing uncertainty in regard to elementary school requirements. Portables used under such circumstances appear to be moved approximately every three years. Portable classrooms may be approved in emergency situations created by fire, flood, or highway diversion. Where permanent construction is indicated, a portable classroom is not approved for legislative grant purposes. A board is, of course, at liberty to construct a portable without grant support, provided, however, the building is approved by the Fire Marshal and conforms to local by-laws. In any instance, the Department of Health should be advised of the construction.

If the board should decide to proceed with a portable classroom, care should be taken not to place it on the property in a position that would interfere with the natural daylighting within the portable or in the adjacent school. The distance from any school window to any light obstruction, such as walls and buildings, should be twice the height of that obstruction above the sill of the window. A portable should not be placed where an extension is to be made. When justified, a portable, including furniture, is approved in an amount up to but not exceeding $6,000.00. Of this amount $5,000.00 is considered to apply to the building and $1,000.00 to the furniture.

To be eligible for grant a portable must be portable as a whole without demolition. If several portables are to be built together, double studs must be provided at the line of contact. It is good practice to place this type of building on concrete posts which extend below the frost line. The maximum area of a portable is 800 square feet. The clear area inside shall not be less than 725 square feet. The minimum clear ceiling height in a portable shall be 10' -0". A plan of a portable need not be provided by a board, except for the first one, unless the plan is revised.

Since portables are moved from one site to another, it is required that they be designated by numbers. The serial number should be placed on the outside of the building, near the door. The board should initiate a perpetual inventory so that approval dates and the movements of portables can be recorded. The serial numbers for two portables completed in 1970 and three in 1971 would be:

1 - 1970
2 - 1970
3 - 1971
4 - 1971
5 - 1971

A proposal requesting a portable should designate that portable by its proposed serial number. It is desirable to give in addition but not alone, the proposed, first location of the portable.

There is no grant on idle portables, or portables used for other than elementary school classroom purposes. There is no approval of auxiliary area in portables.

Revised August, 1963.

ELEMENTARY SCHOOL CONSTRUCTION

DEPRECIATION OF BUILDINGS

When an elementary school building including standard type accommodation is sold, abandoned or converted to other than classroom use, a deduction in recognized cost will be determined in the year the school is sold or abandoned or converted to other than classroom use, as follows:

1. Brick schools of three rooms or more will be valued at $20,000.00 per unit, less $400.00 per unit per year of age;
2. Brick-veneer school buildings of three rooms or more will be valued at $15,000.00 per unit, less $500.00 per unit per year of age;
3. Each room of a one or two-room brick or brick-veneer school will be valued at $20,000.00, less $1,000.00 per year of age;
4. Frame school buildings regardless of size will be valued at $10,000.00 per unit, less $500.00 per unit per year of age.
5. A portable will be valued at $5,000.00 less $500.00 per year of age.

In no case is the deduction to be less than the amount of the outstanding debenture on the building.

Approved
November, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

No. 2(g), December, 1963.

MEMORANDUM TO THE INSPECTORS

The Minister of Education has announced that the policy of establishing a Committee of Selection at each Provincial Teachers' College will continue in 1964. The Principal of the Teachers' College is chairman of the Committee, and the members are drawn from the staff of masters of the Teachers' College, local inspectors of public and separate schools, and local members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or by representatives of this Committee.

Certain inspectors have been named as members of the Committee of Selection at each Teachers' College. It may be necessary, however, for the Committees to ask other inspectors of public and separate schools to interview candidates for Teachers' College admission who cannot be conveniently interviewed by a member of the Committee of Selection. Inspectors are asked to assist in this way if requested to do so by the Principal of the Teachers' College, who will be able to supply full information regarding the conduct of the interview and the brief report required.

Your full co-operation will be appreciated.

G.L. Duffin
Superintendent of Elementary Education.

Toronto 5, December 13, 1963.

In 1957 the Committee was enlarged to include representation from two additional organizations: the Department of Education, and the Ontario School Trustees' Council. In 1962 the Ontario Public School Inspectors' Association joined the committee.

In 1960 a recommendation was made to the Department of Education requesting the appointment of a Supervisor of Elementary School Libraries to work in co-operation with the Supervisor of Children's Library Service and the establishment of a two-year Library Summer School Course, for elementary school teachers. The summer course has been in operation for two years but as yet no Supervisor of Elementary School Libraries has been appointed.

The Committee endorsed the Brief submitted to the Minister of Education April 1960, by the Ontario Library Association:

> "That the Ontario Government be requested to set up a commission to make a thorough investigation of urban and rural public library services in the Province, with a view to revising the Public Libraries Act and Regulations in such a way as to permit and encourage grouping of local government units into effective library services."

In 1963 the Minister of Education announced that grants would be made available to the Ontario Library Association which would permit it to conduct such a study. Also, new legislation has been introduced to encourage co-operative service among libraries on a regional basis.

In 1961, two Committee members, the Federation of Catholic Parent-Teacher Associations of Ontario and the Ontario Federation of Home and School Associations, placed special emphasis at both the provincial and local levels on the responsibility of parents towards recreational reading and also pointed out the need for improved library service in rural areas.

In 1961, the name "COMMITTEE ON CHILDREN'S RECREATIONAL READING", was changed to "CHILDREN'S RECREATIONAL READING COUNCIL" and duly registered, the new name being more descriptive of the scope of its activities.

Also in 1961, a list of "101 Books" for children's recreational reading was compiled and given wide publicity through the member organizations. This list is revised annually.

The main work of the Council is to publicise the importance of reading in the development of children both intellectually and socially. It is attempting to broaden its publicity program in order to reach those who cannot be reached through the work of the member organizations.

MEMORANDUM TO ALL INSPECTORS

The Children's Recreational Reading Council

(So that all inspectors may be aware of the work of this organization, the following brief outline is made available. Comment and suggestions for the extension of its activities across the province are welcomed. It would be appreciated if the inspector would, at convenient times, refer to the Council as he works with teachers, parents and trustees.)

The Committee on Children's Recreational Reading of Ontario developed from a series of meetings between representatives of the Federation of Women Teachers' Associations of Ontario and of the Canadian Educational Book Publishers' Institute in 1952. These meetings were originally convened at the request of the Federation of Women Teachers' Association of Ontario in the belief that the recreational reading habits of Ontario elementary school children were not making their proper contribution to either the happiness or the education of the children. It was at once apparent that the publishers had a considerable knowledge of certain practical aspects of the problem. But neither group had exact information regarding its extent, nor proposals for its solution. Obviously the field of enquiry had to be broadened and thoroughly explored.

Other teacher groups in the Ontario elementary school field, and representatives of the Home and School and Parent-Teacher organizations and the Library Association were consulted and invited to join in the formation of the Committee.

The Committee then became representative of the following Ontario groups: the Federation of Women Teachers' Associations of Ontario, the Ontario Public School Men Teachers' Federation, the Ontario English Catholic Teachers' Association, the Ontario Library Association, the Ontario Federation of Home and School Associations, the Federation of Catholic Parent-Teacher Associations of Ontario, and the Canadian Educational Book Publishers' Institute.

The first project undertaken by the committee was a survey of the recreational reading habits of the elementary school children of Ontario. This survey revealed that reading for recreation and pleasure was not making a vital contribution to the lives of many children. It was discovered that in many areas of Ontario there was neither free access to an adequate supply of good books nor any guidance in their use either in the home, school or library. Conversely, it was found that where good books were freely available and where guidance was given in their use there were fewer reading problems.

As a result of the survey the Committee made certain recommendations, several of which have been implemented. The Provincial Library Service, a branch of the Ontario Department of Education has provided a permanent advisory service through the Supervisor of Children's Library Service, to teachers, parents and organizations. The offices of teaching organizations are publicizing such facilities as do at present exist for choosing suitable children's books. A planned program to make the public more conscious of the value of children's recreational reading was prepared by the Committee. The initial step was the preparation of an attractive pamphlet, now entitled, "HOW TO FIND GOOD BOOKS FOR CHILDREN", which is being widely distributed.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(e) October, 1963.

MEMORANDUM FOR THE ELEMENTARY SCHOOL INSPECTORS

Re: Physical Education

1. It is drawn to the attention of inspectors that Physical Education is a regular subject of the Programme of Studies and should therefore be given with Health, the proper allotment of time on all elementary school time-tables. It is suggested that inspectors encourage teachers by asking to see Physical Education classes on some of their regular inspection visits. Teachers should be familiar with the appropriate Course of Study (Curriculum P:5 - Primary Grades, Curriculum J:5 - Junior Grades).

   These courses do not require elaborate accommodation but can be carried out by making use of the facilities that exist in practically all schools.

2. The teaching methods and the activities used in the Physical Education programme have changed tremendously in the last few years. The enclosed outline is intended to give some help in evaluating activity classes.

3. The Inspectors from the Physical Education Branch, 559 Jarvis St., Toronto 5, are available to help in different areas of the province. Those dealing with work in Physical Education at the elementary school level are as follows:

   Mr. Jack Ross - Director
   Miss Nora Chatwin
   Mr. H.M. Devenney
   Mr. W.A. Hamilton
   Mr. D.W. Keyho
   Miss Janette Vallance

4. The Director of the Physical Education Branch wishes the inspectors to know that if help is required with workshops or in-service training programmes that have as their theme the Physical Education Programme, he will be pleased to arrange for such assistance.

G L Duffin
Superintendent of Elementary Education.

Toronto 2, October 31, 1963.

EVALUATING PHYSICAL EDUCATION

The Title: - Physical Education

- Are we making it "Physical"? (Is there vigorous activity?)
- Is "Education" involved? (Are the children "thinking" as well as "doing"?)

SPACE

- How do the children use the space available?
- Do they spread out well?
- Do they crowd together? If so, why?
- Can they move without interfering with each other?
- A simple "scatter" formation is often the best arrangement for the class. It makes the best use of the available space.
- If a classroom has to be used for Physical Education are the desks moved to leave a space for activity?

PARTICIPATION

- Is there maximum participation? (No long lines of children waiting for "turns")
- Do the children set to work immediately?
- Do you notice any children who always wait to see what others are doing before they begin to work?
- Do they concentrate well?
- Do they have ideas to contribute?
- Are they putting effort into their work?
- Is any attempt made to have the children suitably dressed for activity?

EQUIPMENT

- How do the children react to equipment? (Notice how the equipment is distributed)
- Do you notice wide variations in skill?
- Are allowances made for these individual differences?

ONTARIO

DEPARTMENT OF EDUCATION

No.2(f) November, 1963.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

1. Certificates of Special Subjects
Inspectors are advised that the new form of certificate for special subjects does not provide for a number and consequently special certificates that are issued from now on will not be given a registered number. The inspectors are referred to Regulation 101, Special Certificates, a copy of which was sent to each office in December,1962, regarding the special certificates which are still issued in the interim form.

2. Department of Lands and Forests Reference Material
The inspectors are asked to review the provisions of Item No.16, Circular No.1, February, 1962, and of Item B of Circular No.1(g) May, 1963, in an early memorandum to school principals.

This office has been advised that the Ontario Department of Lands and Forests does not have samples of wood for distribution. Samples of common commercial species of wood $\frac{1}{4}$" x $2\frac{1}{2}$" x 4" can be purchased from Forest Products Laboratories of Canada, Department of Forestry, Ottawa, at $2.00 per set of 30 species.

Communications to the Department of Lands and Forests should not be addressed to an individual because much faster service can be provided if letters are addressed to that Department. Letters from one pupil on behalf of the class, or from the teacher, can be entertained, but facilities are not available to handle requests from individual pupils.

3. Requisitions
Provincial inspectors are asked to attach to any requisitions for printing, publications, supplies, etc., two carbon copies of the order on plain paper. The yellow copy of Form Acct. 22 should be retained for the inspector's records.

4. School Bus Vehicle Licence
The licence number that is required on Transportation Forms T9 and T11 is not the plate number on the vehicle but the Public Vehicle (School Bus) Licence. It is not necessary to complete this requirement for board-owned buses, taxis, or commercial vehicles travelling regularly on scheduled routes. This is usually a four figure number preceded by the letters "SV" or "V".

5. The Young Naturalist
The Federation of Ontario Naturalists began the publication in February 1959 of The Young Naturalist in a programme of interesting young people in natural history and the world of the outdoors.

This four-page newspaper published eleven times a year may be obtained at the subscription rate of $1.00 per year from the Federation of Ontario Naturalists, 170 The Donway West, Suite 301, Don Mills.

It is suggested that this publication may be of interest and value to teachers and pupils in the junior and intermediate grades.

G.L. Duffin
Superintendent of Elementary Education.

TORONTO 2, November 15, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

CONFIDENTIAL Memorandum to Provincial Public School Inspectors

Re: Larger Units of Administration

1. In order that further consideration may be given to a policy that may be generally acceptable throughout the province, you are asked to complete the enclosed confidential report and forward it to reach this office by November 27.

2. Use a separate report form for each county or territorial district in which you inspect public schools.

3. In column 1 give in alphabetical order the names of the organized townships in your inspectorate.

4. In column 2 give the population recorded on the 1963 grant form.

5. In column 3 give the approximate number of public school pupils resident in the township.

6. In column 4 identify one or more of statements (a) to (f) which you would recommend for each township. If statements (g) or (h) apply please so indicate.
   (a) A T.S.A. should have the same boundary as the township.
   (b) A T.S.A. should include the union school sections.
   (c) A T.S.A. should include the urban municipalities mentioned in column 5.
   (d) A T.S.A. should include all the rural municipalities mentioned in Column 5.
   (e) A T.S.A. should be bounded by the high school district boundary line because the township is now in two or more high school districts. The number of pupils in each part is given in column 5.
   (f) This township should be divided as indicated in column 5 for the reasons indicated in column 5.
   (g) All the school sections and union school sections in this township are already included in a T.S.A.
   (h) The boundaries of the T.S.A. are the same as the municipality.

7. In column 5 add any comments that are applicable.

NB. The inspector should keep in mind the following:
   (1) If a union school section is dissolved, a board may arrange for the education of the pupils in an adjoining municipality.
   (2) There should be the possibility of establishing central graded schools.
   (3) Some thought should be given to the possibility of boards alone or jointly by agreement, furnishing some of the following services: kindergarten, opportunity classes, music, art, industrial arts, home economics, oral French, transportation, reading consultants.
   (4) It should be possible to move in the future to a unit large enough to serve one high school.
   (5) An urban municipality that does not have enough pupils to operate at least a four room public school for grades 1-8 should be included in a township school area.

G L Duffin
Superintendent of Elementary Education.

TORONTO 2, November 15, 1963.

CONFIDENTIAL REPORT re LARGER UNITS OF ADMINISTRATION
(Due November 27, 1963)

.... Inspector

.... Inspectorate

.... County or Territorial District

Townships (1)	Pop. (2)	No. of Pupils (3)	Recommendations (4)	Comments (5)

ONTARIO

DEPARTMENT OF EDUCATION

No.2(c) October, 1963.

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS

1. Curriculum I:7 and I:9

Under separate cover copies of Curriculum I:7 and I:9, Geography, History and Government, Intermediate Division, were forwarded to you for distribution to the teachers of Grades 7, 8, 9 and 10 in your inspectorate. If additional copies are required they should be requested in a letter dealing with this subject only.

2. Fifty Years of Children's Books - Dora V. Smith

Published by The National Council of Teachers of English, March, 1963
508 South Sixth Street, Champaign, Ill., U.S.A.
Paper cover - $2.50

This valuable book merits the attention of teachers and inspectors who are responsible for the selection of library material. The development of English and American children's books is briefly but clearly described, with specific references and numerous illustrations. Included also is a list of the Significant Books of 1910-1959, complete with author, title, publisher, suggested grade level, and divided under various broad subject headings, as follows: The Realm of the Imagination, Heroes Old and New, Fairy and Folk Tales and Fables, Poetry, Boys and Girls - Their Doings and Escapades, Children of Other Lands, Animal Picture Books and Stories, Adventure, Americana, Religion, Language, Information: History and Geography, Information and Picture Story Books: Science and Mathematics.

At a time when the number of central libraries in elementary schools is increasing rapidly and when a knowledge of the ever expanding field of children's literature is most necessary this book should prove most helpful not only to the teacher-librarian but also to the classroom teacher.

3. Municipal Holidays

The following quotation from the Bills of Exchange Act - Chapter 15, Revised Statutes of Canada, 1952 - refers to the authority for granting a municipal holiday. It is noted that there appears to be no authority for any declaration of a school holiday only:

"43. In all matters relating to bills of exchange, the following and no other days shall be observed as legal holidays or non-juridical days:
(d) In any city, town, municipality or other organized district, any day appointed as a civic holiday by resolution of the council, or other statutory body charged with the administration of the civic or municipal affairs of the city, town, municipality or district. (1934 C.17 s.1)"

4. Oath of Allegiance - Oath of Office and Secrecy

The oath of allegiance and oath of office and secrecy which is sworn to by all provincial inspectors is reprinted herein for the information of all inspectors concerned.

"I,
do swear that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, her heirs and successors according to law. So help me God."

"I,
do swear that I will faithfully discharge my duties as a civil servant and except as I may be legally authorized or required I will not disclose or give to any person any information or document that comes to my knowledge or possession by reason of my being a civil servant. So help me God."

5. Retail Sales Tax
Through arrangements made in the Department of Education, the Retail Sales Tax Branch, Treasury Department, Parliament Buildings, Toronto 2, mailed to the secretaries of elementary school boards in August, copies of its Rulings 16 and 19 dealing with the application of the sales tax to school equipment, furniture and supplies, and religious and educational publications.

Any enquiries of boards about this tax should be directed to the "Retail Sales Tax Branch" at the above address.

6. Safety of Pupils
The inspectors are referred to Item No.24 in Circular No.2, September, 1963, and are asked to advise teachers that it is necessary for them to constantly give attention to the inculcation of precepts of safety in the minds of children.

7. School Fire Alarm Systems and Fire Drills
It has been brought to the attention of the Department that an inspection of school buildings has disclosed that the school fire alarm system is not always used for fire drills, and that fire drills are not being held as frequently as required by the Regulation. The inspectors are asked to bring to the attention of principals the provision of Section 12 of Regulation 81, Elementary Schools - General.

8. Schools and Teachers Part I, Sections A and B
Each inspector is asked to ensure that all closed schools and all inactive school boards included in the inspectorate in which he is in charge, are reported for Schools and Teachers, Part I, Sections A and B.

Where larger units of administration are shown, the names and numbers of the former school sections or former separate school zones are to be included even though a central school may have been put into operation and the former one-roomed schools may be sold and removed, or a separate school zone may have been established but the board did not operate a school. The number of former sections or zones that are included in the larger unit will be the deciding factor in determining the amount of special grant paid to the board of a larger unit of administration.

9. Transportation of Pupils Residing in the Territorial Districts
Approval has now been given to a change in the rates which apply for the transportation of elementary school pupils in territorial districts who reside 9 miles or more distant from school.

In Schedule 1 and in Schedule 2 of Section 7 of Form T8, Instructions Re Transportation Agreements for the school year September 1963-June 1964, the following amendment has been made: "Rates for 9 miles or more apply to elementary school pupils residing in territorial districts and to secondary school pupils."

Inspectors are asked to make this change in their copies of Form T8 and to return to the Department for change in accordance with this amendment any approvals that have already been given for the school year 1963-64 and which are affected. A letter referring to this amendment should accompany the return of any Forms G16 concerned.

GL Duffin
Superintendent of Elementary Education.

TORONTO 2, October 21, 1963.

Inspectorate . . . .

1963 REPORT ON ELEMENTARY SCHOOL CONSTRUCTION

1. New schools completed in 1963

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost

2. Additions completed in 1963

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost

3. New schools under construction in 1963 but not completed

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost

ONTARIO

DEPARTMENT OF EDUCATION

No.2 (d), October, 1963.

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS

Re: Elementary School Construction, 1963

1. Two copies of the form for reporting elementary school construction in 1963 are enclosed. You are asked to complete and forward to the Department on or before November 29, 1963, one copy for your inspectorate. The second copy of the report should be retained for future reference.

2. Before completing the report for 1963, please refer to last year's report. This will ensure that a new school or addition reported as completed in 1962 will not be reported again this year. A building project which has reached any level of approval (tentative, sketch plan, final plan, or final) must be carried forward in the annual reports until it is either completed or abandoned.

3. Please note that the last column in the report is for the estimated total cost. This is not necessarily the amount given final approval or the amount of the contract only. Normally the estimated total cost corresponds closely with the sum indicated when final approval was requested.

G L Duffin
Superintendent of Elementary Education.

Toronto 2, October 25, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PROVINCIAL INSPECTORS

Re: Financial Situation of Certain School Boards

1. The financial situation of certain school boards has given consideration in the past in that a number have ended the calendar year with large deficits in their current accounts.

2. In order that the Department may be informed of the situation, each provincial inspector is asked to study the financial reports of the boards in his inspectorate and to report to this office on or before October 25. Where no boards are to be reported, a nil report is to be forwarded.

3. Where it is apparent that a board's financial situation is becoming worse from year to year the inspector is asked to meet the board and to assist it to work out a budget which will result in a lessening of the deficit each year and its elimination within a reasonable number of years.

4. Inspectors are advised that following study of the result of this survey, the Department will request inspectors to advise what plan is being worked out by the board in each case for remedying the situation.

G.L. Duffin

Toronto 2, October 1, 1963. Superintendent of Elementary Education.

Deficits of School Boards

Boards whose deficits including current loans, were 25% or more of the current operating costs:

A. At the end of 1961: Board Percentage Deficit

B. At the end of 1962: Board Percentage Deficit

(Date) (Inspectorate) (Inspector)

ONTARIO

DEPARTMENT OF EDUCATION

No. 2(b), September, 1963.

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

1. Vacancies

Each inspector is asked to report to this office by Friday, October 11, the number of vacancies still existing in his inspectorate.

2. Information for Ontario Teachers' Federation

Each inspector is requested to send to Miss Nora Hodgins, B.A., Secretary-Treasurer, Ontario Teachers' Federation, 1260 Bay Street, Toronto 5, as soon as possible, a list in duplicate giving the following information for each teacher in his inspectorate:

(1) Name
(Please indicate each beginning teacher with an "X")
(2) Address
(3) School
(4) Salary

It will not be necessary for the inspector to provide the secretaries of the affiliated bodies of the Federation with such lists, as Miss Hodgins will transmit one of the lists sent to her to the secretary of the affiliated body concerned.

3. Information for Canadian Text-Book Publishers' Institute

Each inspector is also requested to send to Mrs. Ruth A. Cole, Secretary, 60 St. Clair Avenue West, Suite 5, Toronto 7, for the use of the Canadian Text-Book Publishers' Institute, one copy of the list which he is sending to Miss Hodgins, omitting the salary and the indication of beginning teachers.

G.L. Duffin
Superintendent of Elementary Education.

Toronto 2, September 25, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

October 1, 1963.

MEMORANDUM TO COUNTY AND DISTRICT PUBLIC SCHOOL INSPECTORS

Inspectorate..............................

Inspector.................................

Kindly complete this opinion poll and return it by October 10.

1. No. of School Boards in your inspectorate:

Urban........... T.S.A............. Other Rural......... Total.........

(Grade the choices from 1-6 in Col. 2 and 4)

2. Considering the conditions in your inspectorate (Col.1)	Your Opinion (Col.2)	Resulting Total No. of Boards (Col.3)	Possible Local Attitude (Col.4)
(a) Should a township school area have the same boundary as the township?	....	....	....
(b) Should a township school area include all the school sections and union school sections having a school or former school in the township?	....	....	....
(c) Should a township school area include the urban municipalities with fewer than 100 or _____ pupils?	....	....	....
(d) Should a township school area have the same boundaries as a high school district?	....	....	....
(e) Should a township school area include the whole county?	....	....	....
(f) Should there be no change in the present organization?	....	....	....

3. Comments:

G.L. Duffin

Superintendent of Elementary Education.

CIRCULAR 1201
35M-63-3654

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to:
Directors and Superintendents of Education
Elementary and Secondary School Inspectors
Principals of Elementary and Secondary Schools
Principals of Inspected Private Schools
Secretaries of School Boards.

Re: **Fire Prevention Education and Fire Safety Hints for Public Survival.**

The occurrence of Fire Prevention Week each autumn draws the attention of the schools and of the general public to the importance of safety measures against loss of lives and property through fire. On November 26, 1962, in Circular 1200 entitled "The Schools and Emergency Measures Against Nuclear Attack", I drew attention to two publications which are available, free of charge, from the Office of the Ontario Fire Marshal, and which give practical information regarding fire safety procedures.

The purpose of this memorandum is to remind you of the availability of these publications: "Fire Prevention Education—An Educational Guide for Teachers" which is for teachers only, and "Fire Safety Hints for Public Survival" for teachers and students. Requests for these publications should be directed to the Public Information Division, Fire Marshal's Office, 204 Richmond Street West, Toronto, Ontario. An order form is appended to this memorandum for your convenience.

F. S. Rivers

Toronto, October 15, 1963

Chief Director of Education.

Public Information Division
Fire Marshal's Office
204 Richmond Street West
Toronto 1, Ontario.

Please forward...........copies of "Fire Prevention Education—An Educational Guide for Teachers",

and...........copies of "Fire Safety Hints for Public Survival" to:

....

....

Date...

Signed ....

Position ....

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE INSPECTORS

It is essential that our record of inspectors' addresses and telephone numbers be kept up to date. Therefore, it will be appreciated, if you will complete the form below and return it to me as soon as convenient.

Name of Inspector...
(With University Degrees)

Address to which mail should be sent..

....

Home address of Inspector...

Office Telephone Number...
(Write name of exchange in full, where applicable)

Home Telephone Number...
(Write name of exchange in full, where applicable)

G L Duffin
Superintendent of Elementary Education.

Toronto 2, September 3, 1963.

N.B. If either telephone number is not yet known, please complete the form as far as possible and return it now. The additional information may be forwarded in a separate letter, as soon as it is available.

ONTARIO

No. 1(m), September 1, 1963.

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE SUPERINTENDENT OF ELEMENTARY EDUCATION

Kindly complete this report and forward it on or before October 18, 1963.

1. Name of Conference Centre:...

2. Check your classification: Municipal.............. Public..................

Provincial............. Separate................

3. May I have the following problems or questions discussed or answered:

....

....

....

....

....

....

....

....

4. The following suggestions are submitted with respect to changes in legislation, regulations, forms and routine:

....

....

....

....

....

....

Inspector's September Report on Principals without B. A. Degrees and Permanent First Class or Elementary-School Teacher's Certificates, in Schools having September Enrolments of 300 or more

....
INSPECTORATE

NOTES:

1. Answer Columns 4, 5, & 6 with yes or no.

2. In schools containing both English and French classes count total enrolment of pupils for purposes of this report.

3. If the principal is not employed now by the same board as in August, 1961, insert name of former board in Column 6.

4. In Column 7 report application for Letter of Permission.

5. This form is to be completed for every inspectorate and returned to the Department by September 15.

Board	School	Principal's Name	Canadian B. A.	Per 1st or Per. EST.	Princ. of 300 prior to Sept./61	Comments
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7

....
DATE

....
SIGNATURE OF INSPECTOR

ONTARIO

DEPARTMENT OF EDUCATION

SUGGESTIONS AND INFORMATION FOR PUBLIC AND SEPARATE SCHOOL INSPECTORS

TABLE OF CONTENTS

Part A — 1. Areas of Responsibility
2. Annexations, Amalgamations, and Transfers of Areas
3. Closing of Schools with Low Enrolment
4. Correspondence with the Department
5. Degrees and Addresses of Inspectors
6. Examination, Elementary-School Inspector's Certificate
7. Expense Accounts
8. Fall Conferences
9. Family Allowances and School Attendance
10. Inspection Reports to School Boards
11. Insurance of School Buildings and Equipment
12. Junior Red Cross
13. Letters of Permission for Teachers
14. Letters of Permission for Principals
15. Monthly Personal Attendance Reports
16. New Forms
17. Occasional Teachers
18. Ontario School Record Cards
19. Payment of Occasional Teachers
20. Publications Regarding Safety
21. Religious Education
22. Reporting Accidents
23. Requests for Information and Material
24. Safety of Pupils
25. Teachers' Meetings
26. The Teachers' Reference Library
27. Telephone
28. Termination of Agreements Between Teachers and Boards
29. Testimonials for Teachers
30. Trustee Associations
31. United Nations Day, October 24
32. UNICEF—United Nations International Children's Emergency Fund
33. Warrants

Part B —34. Termination of Suspension of Certificates
35. Certificates Suspended
36. Certificates Cancelled
37. Letter of Standing Cancelled

1

AREAS OF RESPONSIBILITY

The official responsibilities in the office and in the field have been divided among the Assistant Superintendents as follows:

R. F. Bornhold	— Elgin Essex Huron Kent	Lambton Middlesex Oxford Perth
W. G. Chatterton	— Metropolitan Toronto and general office duties	
R. H. Field	— Brant Haldimand Halton Lincoln Norfolk	Waterloo Welland Wellington Wentworth
T. H. Houghton	— Carleton Dundas Frontenac Glengarry Grenville Hastings Lanark Leeds	Lennox and Addington Northumberland Peterborough Prescott Prince Edward Renfrew Russell Stormont
J. H. Kennedy	— Algoma Cochrane Kenora Manitoulin Muskoka Nipissing	Parry Sound Patricia Rainy River Sudbury Temiskaming Thunder Bay
R. J. McNaughton	— General	
B. Michaud	— Roman Catholic Separate School Inspectors (French)	
C. P. O'Neill	— Roman Catholic Separate School Inspectors (English)	
W. C. VanderBurgh	— General	
J. C. Wilker	— Bruce Dufferin Durham Grey Haliburton	Ontario Peel Simcoe Victoria York

Routine Departmental correspondence is to be forwarded to the Assistant Superintendent indicated.

Certain Forms are to be forwarded to the following officials:

Grant Forms	— F. S. Wilson, Chief, Grants Office, Department of Education, Parliament Buildings.
Statistical Forms	— W. A. Campbell, Statistician, Department of Education, 3rd Floor, 344 Bloor St. W., Toronto.
Superannuation Reports	— J. R. Causley, Secretary, Teachers' Superannuation Commission, 204 Richmond St. W., Toronto.

2

ANNEXATIONS, AMALGAMATIONS, AND TRANSFERS OF AREAS

In each case of an annexation, amalgamation or transfer of area, information regarding the changes to be made is required by the Department. The Land Transfer Form which is to be used for reporting such information refers to Memorandum No. 2(h) December, 1958 but it will not be necessary for newly-appointed inspectors to request copies of this memorandum. The basic information is repeated herein.

Information regarding the number of pupils on the last school day of September preceding the transfer may not be available when the forms are being completed but in every case this must be entered on the Grant Form.

When an annexation or an amalgamation is to take place, a copy of the Order of the Ontario Municipal Board will be forwarded to the Inspector. This should be noted, initialled and returned to the Department promptly with the completed Land Transfer Form. Where transfers of areas take place as a result of an arbitration, the Inspector should forward a copy of the award to the Department.

3

CLOSING OF SCHOOLS WITH LOW ENROLMENT

When a school is closed, or when a closed school is reopened, the inspector is asked to report at once to the Department the exact date of closing or reopening.

4

CORRESPONDENCE WITH THE DEPARTMENT

The attention of inspectors, particularly those recently appointed, is directed to the fact that in all letters addressed to the Department only one topic should receive consideration in any one letter. This provision is necessary to ensure that filing for reference purposes may be properly completed in the Department. It is quite permissible that more than one letter be enclosed and mailed to the Department in one envelope. When reference is made to a school included in a larger unit of administration, it should be referred to as part of that larger unit, e.g.,

Re: .... Township School Area No. ....
School No. ....
Water supply.

5

DEGREES AND ADDRESSES OF INSPECTORS

The latest information in the Department regarding the degrees held by inspectors and the office address of each inspector is shown in the publication, Inspectors and Inspectorates, September, 1963. If any inspectors have been granted degrees which are not included in this list, it would be appreciated if they would forward this information to the Department so that the records may be brought up to date. Any change in office address or telephone number of an inspector should be reported to the Department in a separate letter dealing with that subject.

6

EXAMINATION, ELEMENTARY-SCHOOL INSPECTOR'S CERTIFICATE

The written examination for this certificate will be held on Monday morning, February 24, 1964. The oral examination will be held during the period February 17 to March 6, 1964. As this schedule is earlier than the schedule which has been in effect for several years, the inspectors are asked to bring this information to the attention of any teachers who may be concerned. An application for the examinations should be forwarded to the Deputy Minister of Education not later than February 1, 1964.

7

EXPENSE ACCOUNTS

Public Service Inspectors are reminded that expense accounts of separate school inspectors and inspectors working in the territorial districts should be submitted on the 15th of the month. In other cases, the accounts should be submitted at the end of the month. Those who submit accounts on the 15th of the month will understand that each year they must submit an account for the period March 16 to 31 at the end of March (the close of the fiscal year).

8

FALL CONFERENCES

The inspectors are asked to send to this office, not later than October 18, suggested topics for discussion for the administrative portion of the programme for the inspectors' meeting on the first day of the fall conferences of Inspectors and Teachers' College Staffs at the Teachers' Colleges on the dates given in the memorandum of May 24, 1963.

The suggestions should be sent under the heading "Suggested Topics for the meeting of Inspectors at the .... Conference of Inspectors and Teachers' College Staff."

Please ensure that the name of the group conference is designated and that the suggestions are sent on plain paper and are not signed.

9

FAMILY ALLOWANCES AND SCHOOL ATTENDANCE

The Regional Director of Family Allowances Division, Department of National Health and Welfare, 25 St. Clair Ave. East, Toronto, appreciates the co-operation of the Department of Education, its inspectors, and the principals, teachers, and school attendance officers in reporting the issuance of permits and the unlawful absence of pupils. A letter and a copy of Form 128, "Information Regarding Family Allowances and School Attendance", is being sent to each inspector by the Regional Director. You will note that report forms are available from the Family Allowances Division.

The procedure for notifying the Family Allowances Division is as follows:

(a) Unlawful Absence:

Cases which are causing concern are reported by the principal or school attendance

officer to the inspector, who adds his recommendation before submitting the form to the Regional Director.

(b) Employment Certificates and Home Permits:

The issuance of employment certificates and home permits is reported to the Regional Director by the school attendance officer.

Inspectors should take full advantage of the facilities offered by the Family Allowances Division, and should encourage principals, teachers, and school attendance officers to do the same.

10

INSPECTION REPORTS TO SCHOOL BOARDS

It is sometimes necessary for the inspector, in his report to a board of trustees, to make comments regarding the unsatisfactory work of a teacher. In each case, the inspector is directed to discuss the matter frankly with the teacher in order that he or she may know clearly that such report is being made, and the reasons therefor. It is suggested that the inspector's copies of reports to boards be kept on file in his office, and that any teacher be permitted to see those portions of them which refer to the work of the teacher concerned.

11

INSURANCE OF SCHOOL BUILDINGS AND EQUIPMENT

Where the Annual Financial Report indicates that a board has not insured its buildings and equipment adequately, inspectors are requested to bring this important matter to the attention of the board concerned.

12

JUNIOR RED CROSS

The Junior Red Cross Advisory Committee has asked the Department to express to the inspectors its appreciation for their encouragement of the enrolment of elementary school classes in Junior Red Cross. Enrolment in Junior Red Cross is the first step in bringing before the boys and girls the ideals upon which this organization is founded. It is hoped that encouragement will continue to be given to teachers to use the programme that is provided in the newly revised Junior Red Cross Handbook. It is important that the numbers of elementary school pupils enrolled in Junior Red Cross increase, and that the pupils continue to give their financial support to the worthwhile projects of the Juniors. It is more important however that the Ontario Juniors learn through active participation in all aspects of the programme the basic ideal of mutual understanding that is fostered among the young people of the world.

The Department encourages Junior Red Cross as an in-school activity and inspectors are asked to give this organization their wholehearted support and to encourage teachers to enrol their classes so that the work may continue. The enrolment forms should be sent to the Director of Junior Red Cross, 460 Jarvis St., Toronto 5.

13

LETTERS OF PERMISSION FOR TEACHERS

Form 699, Application for a Letter of Permission, is to be used for each application for a board to engage an unqualified teacher. If the person to be engaged is an unqualified teacher of a special subject, the name of the special subject should be typed on the form. Please note that the provisions of Section 11, X-Ray: 1, October 1956, Memorandum to All Employees of School Boards, apply to the engagement of unqualified teachers.

Inspectors are advised that a Letter of Permission will not be issued to a board of trustees to engage as a teacher any person who has been unable to qualify for a teaching certificate after the required period of teaching on the authority of a Letter of Standing, or for a person who cannot qualify for a permanent certificate after experience teaching on an interim certificate.

Persons from countries where English is not the native language must attend successfully an Ontario Teachers' College before they can secure a certificate to teach in Ontario. Such persons are required to be interviewed by the Special Committee of the Department for assessment of their academic standing and their use of the English language before they will be admitted to a Teachers' College. Interested persons should send a hand-written letter to the Department of Education, Parliament Buildings, Toronto 2, Ontario, requesting a meeting with the Special Committee.

14

LETTERS OF PERMISSION FOR PRINCIPALS

A Letter of Permission is required for the employment of any elementary-school principal who is in charge of a school with an enrolment of 300 or more pupils and whose qualifications do not meet the requirements stated in section 7 of Regulation 81, Elementary Schools - General.

It is necessary for Letters of Permission to be secured for the employment of the following:

(1) A principal who did not hold the qualifications required for the position he held last year and who occupies the same position this year, if he has not now completed the required qualifications.

(2) A principal not holding a Bachelor of Arts Degree from an Ontario University or a degree deemed equivalent thereto, and a Permanent First Class or a Permanent Elementary-School Teacher's Certificate who has been this year appointed principal of a school with an enrolment of 300 or more pupils.

(3) A principal not holding the qualifications stated in 2 above who was principal of a school with an enrolment of fewer than 300 last year but which has increased to 300 or more pupils.

Applications for Letters of Permission for the employment of unqualified principals and teachers should be submitted to the Department by the school inspector concerned at the earliest date possible. If this is not done, no guarantee can be given that the requested Letters of Permission will be granted.

15

MONTHLY PERSONAL ATTENDANCE REPORTS

These reports are to be made out, signed by the individual concerned, and forwarded to the Superintendent of Business Administration promptly at the end of each month. The standard form is to be used, except that the central columnar portion need not be completed. The word "week", where it appears in the form, is to be altered to "month". Absence from duty for illness, vacation, or special leave, is to be so indicated on the form. Absence from one's usual location while engaged in the business of the Department does not constitute absence from duty. In all cases of absence, it is essential that the first and last dates of absence be clearly indicated. During the summer when an inspector may be absent from his office on vacation or teaching summer school at the end of a month, the report for the month in question is to be forwarded at the usual time.

16

NEW FORMS

From time to time it is necessary for the Department to revise the forms that are used by the inspectors in applications and reports, and to issue new forms for new procedures. When forms are revised it is usual for the Department to send a sample to each inspector. It is suggested that when an inspector receives a new form or a revised form, he should requisition for an adequate supply of the new forms and destroy immediately all his copies of forms which have become obsolete.

17

OCCASIONAL TEACHERS

The attention of the inspectors is directed to subsection 1 of section 30 of Regulation 81, Elementary Schools - General. This subsection permits a school board in case of emergency to employ an unqualified teacher for a total of not more than ten days in any one school year without securing a Letter of Permission. If the total period or periods of employment with one board exceeds ten days in a school year the board of trustees should obtain a Letter of Permission in the usual way.

18

ONTARIO SCHOOL RECORD CARDS

Since the introduction of the Ontario School Record Card system, the policy has been established that where a pupil transfers from one publicly supported school to another publicly supported school, the pupil's O.S.R. Card is forwarded by first class mail to the principal of the new school, on his request. It is essential that the original card be kept in the last school under public administration that the student has attended. Where a pupil transfers to a private school, such information as may assist in the pupil's progress through school may be made available to the principal of the private school, including an approximate duplicate of the original O.S.R. However the original O.S.R. card is to be kept in the last school under public administration attended by the pupil.

19

PAYMENT OF OCCASIONAL TEACHERS

From time to time this office, or the Superannuation office, hears of a situation where a teacher has been permitted to pay his own substitute. Teachers and boards should be reminded that there is no provision for that procedure in the Acts and Regulations. Every teacher in the schools, whether permanent, probationary, or occasional, must be engaged by the board and paid by it. Each teacher is entitled to the superannuation credit only for the period for which he receives his proper salary.

The unauthorized practice mentioned can have a serious effect upon pensions. Occasionally a teacher retires under the impression that he has credit for the full 35 or 40 years, as the case may be, only to find that, because of incorrect handling of his substitute's pay, his service falls short of that required for a full pension. Similarly, where a substitute teacher has not been paid properly by the board, he may find that he lacks superannuation credit to which he is entitled.

Boards should be reminded that deductions for superannuation must be made from the salary of an occasional teacher for all periods of employment no matter how short, and reported on the annual return to the Superannuation Commission. These superannuation contributions are repayable to the occasional teacher when he stops teaching, on the request of the occasional teacher if the service is for fewer than twenty days, or on the filing of a completed refund application form if the service is for twenty days or more.

20

PUBLICATIONS REGARDING SAFETY

Inspectors are asked to advise school boards and principals that published material on traffic safety which may be used in the schools should have the approval of the Safety Division of the Department of Transport.

21

RELIGIOUS EDUCATION

Subsection 17 of section 35 of Regulation 81 of Revised Regulations of Ontario 1960, requires the inspector to bring to the attention of the board of trustees in his inspectorate each year the provisions relating to religious exercises and religious education in the public schools.

Under the regulation covering Religious Education (see pages 14 and 15 of Regulation 81, Elementary Schools - General) provision is made in subsection 16 for exemption from the teaching of this subject where an application, submitting reasons, is forwarded to the Department. Under this clause a small number of exemptions was given for the school year 1962-63. Inspectors are asked to advise boards that if exemption is to be continued, a further application must be made for the school year 1963-64. If this has not already been done, the matter should be attended to at once.

Individual teachers should not send requests to the Department for the Teachers' Guides to Religious Education. These Guides are not stocked by the Department of Education for general distribution. They may be obtained from the Ryerson Press, 299 Queen St. West, Toronto 1. The list price of these books is $1.35 each for Guides for Grades 1 to 7 and $1.50 for the Grade 8 Guide. Where new classrooms are being operated, the Guides will be provided by the Department on the recommendation of the inspector. Teachers and

[illegible]

PAYMENT OF [illegible] TEACHERS

From time to time the office of the Superintendent [illegible]

[illegible] to which he is entitled.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

principals should be advised to make their requests to the inspector and not direct to the Department.

Where by resolution of a school board, Religious Education in the schools is given by clergymen, it has been the practice of the Department to provide Teachers' Guides for the use of the clergymen, who may make their requests to the local inspector.

Inspectors are asked also to advise teachers of the selected Bible Readings available for their use. Pages 36 to 70 of the "Regulations and Programme for Religious Education in the Public Schools" contain a suggested list of Daily Bible Readings based on the lessons in the Teachers' Guides for Religious Education for Grades 1 to 6. A pamphlet, "List of Bible Readings for Schools", is available from the Department of Education. The readings on pages 22 to 30 of this pamphlet were specially selected for use in Grades 7 and 8.

22

REPORTING ACCIDENTS

The inspector is asked to report promptly to the Department details of any accident which involves a vehicle which is transporting school pupils. The report should include the following information:

(1) name of the school board;

(2) name and address of the secretary;

(3) whether the vehicle or vehicles were privately operated or were operated under contract by a public or separate school board or other school boards;

(4) a list of the names of pupils who were in the vehicles;

(5) a description of the injuries received and a statement as to where and by whom such pupils were given medical attention;

(6) the names and addresses of the owners and the drivers of the vehicles;

(7) the type of vehicle or vehicles;

(8) the weather and road conditions at the time of the accident;

(9) the extent of any property damage; and,

(10) a diagram showing the location of the accident, the vehicles involved, and the directions of travel.

23

REQUESTS FOR INFORMATION AND MATERIAL

Many requests are received from pupils who write directly to the Department for information on a wide range of topics, and for maps, pictures, booklets and other materials for projects of various kinds.

Inspectors are asked to advise school principals that none of the Departments of the Government has facilities to meet such requests and that they should be discouraged. Materials which are regularly supplied by any Department should be requested by teachers when required for classroom use.

24

SAFETY OF PUPILS

Section 21 of Regulation 81, Elementary Schools - General, provides that every pupil shall be responsible to the principal for his conduct on the school premises. It would appear reasonable for a parent to assume that when his child has reached school he will be under the direction and control of the principal until such time as he is dismissed and leaves the school premises.

A pupil who normally remains at school for his lunch period would appear to be responsible to the principal during this period. If such pupil leaves the school premises at noon hour it would seem that he should have the authority of his parent in writing, for presentation to his principal, who would otherwise insist that he remain on the school premises.

The Department is concerned with the need for constant teaching of safety and not only for the legal responsibility there may be when accidents happen.

With the opening of a new school term inspectors are asked to make special reference in an early memorandum to principals and teachers, of the need for teaching safety rules and the need for emphasizing safety precautions.

The attention of boards should be drawn to the necessity of providing safe play areas which are separated from the embarkation and dispatching areas used by school buses.

25

TEACHERS' MEETINGS

The same ruling will apply for the school year 1963-64 as has been in effect for several years past. It will be in order for the inspector to call a meeting of his teachers in one or more groups, using one school day in the year for the meeting. It is suggested that the provincial and local officials of the Ontario Teachers' Federation be permitted to use some time to bring matters of interest to the attention of the teachers, if they so desire.

26

THE TEACHERS' REFERENCE LIBRARY

The Department of Education, through the Provincial Library Service Branch, offers the teachers of rural public and separate schools an up-to-date library service with emphasis on reference material to be used in a modern curriculum. The books in the catalogue represent the most recent professional literature in education. They are available on loan under the conditions set out in the catalogue. It is hoped that this reference collection will be widely used and that it will prove a valuable aid to teachers. The catalogue has been revised and copies are available on application to Provincial Library Service, Department of Education, 559 Jarvis St., Toronto. The inspector is asked to bring this information to the attention of the rural teachers in his inspectorate and to encourage them to make maximum use of the books available.

27

TELEPHONE

When a change is required in the telephone service in the office of a provincial elementary school inspector, a requisition is to be submitted with an estimate of the cost.

28

TERMINATION OF AGREEMENTS BETWEEN TEACHERS AND BOARDS

When a board desires to terminate a contract with a permanent teacher, it is required to give the teacher in writing the reason or reasons for the termination of the contract. The inspector is directed to bring this requirement to the attention of school boards regularly, and to remind them of the requirement regarding the dates of such notification.

29

TESTIMONIALS FOR TEACHERS

Inspectors should not give written testimonials to teachers. When a teacher asks for a written testimonial, the inspector should state that he will be pleased to give the information to the school inspector concerned.

30

TRUSTEE ASSOCIATIONS

An act to incorporate the Ontario School Trustees' Council was passed at the 1953 session of the Legislature. This Council consists of representatives of the following associations:

1. The Associated High School Boards of the Province of Ontario.
2. L'Association des Commissions des Ecoles Bilingues d'Ontario.
3. The Ontario School Trustees' and Ratepayers' Association.
4. Ontario Separate School Trustees' Association.
5. The Public School Trustees' Association of Ontario.
6. Ontario Urban and Rural School Trustees' Association.
7. Northern Ontario Public and Secondary School Trustees' Association.

The Ontario Trustees' Council provides a medium of communicating to the Department and to the Ontario Teachers' Federation the considered views of the member associations on educational and administrative matters within the jurisdiction of school trustees, and of mutual concern to the member associations. The interest that boards of trustees have in promoting and advancing the cause of education in Ontario is strengthened and given positive direction when individual boards become members of an association which can carry these aims to the Ontariro Trustees' Council.

The inspectors are requested to bring to the attention of each board of trustees the value of belonging to one of the associations, and to urge each board which does not belong to one to join the trustee organization of its choice.

The Regulations for General Legislative Grants, 1963, provide that the fee paid for membership in the Ontario School Trustees' Council and the fee paid for membership in one member association of the Ontario School Trustees' Council may be included in approved cost for grant purposes.

31

UNITED NATIONS DAY, OCTOBER 24

The General Assembly of the United Nations has designated October 24 as United Nations Day, a day for making the aims and activities of the United Nations better known to the peoples of the world. It has been said that the UN represents man's best hope for a peaceful and co-operative world.

The observance of United Nations Day by the pupils in the junior and intermediate divisions of the elementary schools might well include reference to the many achievements of the United Nations in the last eighteen years, the basic aims of the organization, the responsibilities of Canadians as citizens in a member nation, and the hopes that the United Nations Organization holds for the future.

32

UNICEF — UNITED NATIONS INTERNATIONAL CHILDREN'S EMERGENCY FUND

UNICEF (United Nations International Children's Emergency Fund) is a branch of the United Nations Association devoted to the welfare of the world's children, and is regarded as a children's crusade for children and by children.

This is being brought to your attention with the clear understanding that this programme is not in any way to be introduced into Ontario schools without the consent of the school boards concerned.

33

WARRANTS

Inspectors are reminded that subsection 1 of section 69 of The Public Schools Act requires that payment by the council of the municipality of a local levy be made to the boards concerned on the warrant of the inspector. Clause f of subsection 1 of section 45 of The Separate Schools Act requires that all sums to be collected from the supporters of the separate schools under the control of boards shall be paid to the boards concerned on the warrant of the inspector. Form G58, available from the Department, may be used for this purpose.

34

TERMINATION OF SUSPENSION OF CERTIFICATES

The suspension of Interim Elementary-School Teacher's Certificate, No. 1006/59 held by James Alexander, has been terminated as of March 1, 1963.

The suspension of the following teaching certificates will be terminated as of December 31, 1963:

Interim First, No. 29845/51	held by Mrs. M. L. Rose, nee Gray
Permanent First, No. 69922/53	held by Mrs. M. L. Rose, nee Gray
Interim Primary Methods, No. 7997/54	held by Mrs. M. L. Rose, nee Gray
Interim Elementary-School Teacher's, No. 4181/61	held by Richard M. Hannah

35

CERTIFICATES SUSPENDED

Deferred Interim Second Class, No. 37846/52	held by Daniel Petrencik
Interim Second Class, No. 38536/53	held by Daniel Petrencik
Interim First Class, No. 36119/53	held by Daniel Petrencik
Permanent First Class, No. 76542/55	held by Daniel Petrencik
Interim Elementary-School Teacher's Standard I, No. 4332/62	held by Harold Osborne
Interim First Class, No. 31673/52	held by Patricia Ann Cook
Permanent First Class, No. 73450/54	held by Patricia Ann Cook
Primary Methods, Part 1, Permanent, No. E60-2317/60	held by Patricia Ann Cook
Supervisor Primary Education, Permanent, No. Sup. 302-61/61	held by Patricia Ann Cook
Interim Elementary-School Teacher's, No. 5415/61	held by Rocklyn A. Young
Permanent Second Class (French) No. 3-55-59 (until June 30, 1964)	held by Mrs. N. Malo, nee Beaudry
Interim Elementary-School Teacher's, No. 2850-60 (until Dec. 31, 1963)	held by Douglas H. Rhodes
Interim Second Class (French) No. 61-62	held by Mrs. M. Ecker, nee Daoust

36

CERTIFICATES CANCELLED

Interim Second Class, No. 38026/52	held by Donald Lorne Armstrong
Interim First Class, No. 33370/52	held by Donald Lorne Armstrong
Permanent First Class, No. 74932/55	held by Donald Lorne Armstrong
Interim Elementary Physical Education, Type B, No. 43239/53	held by Donald Lorne Armstrong
Elementary-School Teacher's, No. 3620/61	held by John Edwin Crook
Supervisor's Vocal Music, No. 7527/50	held by Henry Hayek
Permanent Elementary-School Teacher's, No. 3645/60/62	held by Vincent L. Bondy
Elementary Art, No. E61-164/61	held by Vincent L. Bondy
Temporary Certrificate, No. 526/57	held by Vincent L. Bondy
Permanent First Class, No. 67468/53	held by Glenn Turner

37

LETTER OF STANDING CANCELLED

Letter of Standing, No. 338/62, held by Everett E. Hinch, will not be renewed.

G. L. DUFFIN,

Superintendent of Elementary Education.

Toronto 2, September 3, 1963.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re Information Required for Mailing Purposes

1. The purpose of the following questionnaire is to obtain information for the use of the Departmental officials concerned when courses of study and other publications are being distributed to the schools. While some of the figures could be obtained from other reports made to the Department, it is desirable to have the required information readily available at all times.

2. Will you please complete the questionnaire and return *one* copy of this whole sheet to the undersigned on or before *September 6, 1963*.

Approximate figures may be used where final figures are not available. In any event, use multiples of 5 in all cases.

It is to be understood that the figures given in this questionnaire may differ from the figures reported in various statistical forms.

G. L. Duffin
Superintendent of Elementary Education.

TORONTO, September 3, 1963.

Questionnaire
applicable to the school year 1963-64

1. Name of Inspectorate ....
2. Name of Inspector ....
3. Number of Schools open in the Inspectorate ....
4. Approximate number of teachers, including principals and supervisors, in the Inspectorate ....
5. Approximate number of teachers who teach
   - (*a*) Kindergarten classes only ....
   - (*b*) Primary Division (Grades 1, 2, 3) classes only ....
   - (*c*) Junior Division (Grades 4, 5, 6) classes only ....
   - (*d*) Intermediate Division (Grades 7 & 8) classes only ....
   - (*e*) Intermediate Division (Grades 9 & 10) classes only ....
   - (*f*) Intermediate Division classes, both Grades 7 & 8 and 9 & 10. ....
6. Approximate number of teachers who teach
   - (*a*) In both Primary and Junior Division classes ....
   - (*b*) In both Junior and Intermediate Division classes ....
   - (*c*) In all three: Primary, Junior, Intermediate Division classes ....
7. Number of copies of Circular 14, Text-Books, required for the inspectorate in 1963 ....
8. Do you believe that a copy of Circular 1B, List of Publications (See pp. 2, 3.) should be provided for each elementary school principal? ....

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PROVINCIAL PUBLIC SCHOOL INSPECTORS

Re: Township School Area Formation Notice Form
Township School Area Summary Form

These forms are to be used in connection with the establishing of township school areas in accordance with the provisions of Section 40 of The Public Schools Act as amended in 1964.

Please read the enclosed sample forms to see how many copies of each will be required for each township school area to be established, then complete this form for your inspectorate and return it to me at 44 Eglinton Avenue West, Toronto 12, Ontario, as soon as possible.

G.L. Duffin
Superintendent of Elementary Education.

TORONTO 12, March 23, 1964.

- - - - - - - - - - - - - - - - - - -TEAR HERE- -

Name of Inspectorate ....
Name of Inspector ....

1. Number of copies of Township School Area Formation Notice Form required ☐

2. Number of copies of Township School Area Summary Form required ☐

3. Names of townships in which the existing township school area will remain unchanged:

4. Names of townships containing township school area(s) in which some change will be made:

5. Names of townships in which no township school area has been established:

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

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   (*a*) Kindergarten classes only ....
   (*b*) Primary Division (Grades 1, 2, 3) classes only ....
   (*c*) Junior Division (Grades 4, 5, 6) classes only ....
   (*d*) Intermediate Division (Grades 7 & 8) classes only ....
   (*e*) Intermediate Division (Grades 9 & 10) classes only ....
   (*f*) Intermediate Division classes, both Grades 7 & 8 and 9 & 10. ....
6. Approximate number of teachers who teach
   (*a*) In both Primary and Junior Division classes ....
   (*b*) In both Junior and Intermediate Division classes ....
   (*c*) In all three: Primary, Junior, Intermediate Division classes ....
7. Number of copies of Circular 14, Text-Books, required for the inspectorate in 1963 ....
8. Do you believe that a copy of Circular 1B, List of Publications (See pp. 2, 3.) should be provided for each elementary school principal? ....

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS
MEMORANDUM TO SECONDARY SCHOOL INSPECTORS
MEMORANDUM TO SECRETARIES OF SCHOOL BOARDS

Re: The Expropriation Procedures Act 1962-1963

You will have noted in the Summary of Legislation that The Expropriation Procedures Act, 1962-63 is to become effective on a day to be named by proclamation. This is to advise you that this proclamation has now been made and this Act will be effective from January 1, 1964.

Your attention is directed to Section 2 of this Act which is as follows:

> 2.-(1) Notwithstanding any general or special Act, where land is expropriated or is injuriously affected by an expropriating authority in the exercise of its statutory powers, this Act applies.
>
> (2) This Act applies only to proceedings in respect of land expropriated or injuriously affected where the statutory power was exercised by the expropriating authority on or after the day on which this Act came into force, and, except as provided in subsection 3, where the statutory power was exercised before this Act came into force, such proceedings may be taken up and continued as if this Act had not been passed.
>
> (3) Where the statutory power was exercised before this Act came into force, the expropriating authority or the owner may serve notice of arbitration under section 9 requiring the compensation to be determined

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

At this time when I am about to leave on holidays, which I hope will last for many years, I wish to express to each Director of Education, each Superintendent of Public Schools and each inspector in the province, both board employed and provincially employed, my sincere thanks for the splendid support and co-operation which has been given to me.

One of the worst features of retirement is the severance of the close relationship which exists between an individual and his colleagues. Because in my case that relationship has been so pleasant, I particularly regret its termination. It has been a pleasure to be one of the group.

I bespeak for Mr. G. L. Duffin, my successor, your whole-hearted support. My close association with him makes it possible for me to state definitely that he will deserve it and my close association with you makes me certain that he will get it.

I extend to him and to all of you my very best wishes for continued success.

Sincerely,

G A Pearson

Superintendent of Elementary Education.

Toronto 2, July 5, 1963.

Form 31-1200-July 63

ONTARIO

DEPARTMENT OF EDUCATION

ELEMENTARY EDUCATION BRANCH

Departmental Officials

G. L. Duffin, B.A., M.Ed.	Superintendent of Elementary Education	Parliament Buildings, Toronto 2
R. F. Bornhold, B.A., M.Ed.	Assistant Superintendent	Parliament Buildings, Toronto 2
W. G. Chatterton, B.A., B.Paed.	Assistant Superintendent	Parliament Buildings, Toronto 2
R. H. Field, B.A., M.Ed.	Assistant Superintendent	Parliament Buildings, Toronto 2
T. H. Houghton, B.A., M.Ed.	Assistant Superintendent	Parliament Buildings, Toronto 2
J. H. Kennedy, B.A.	Assistant Superintendent	Parliament Buildings, Toronto 2
R. J. McNaughton, B.A., B.Paed.	Assistant Superintendent	Parliament Buildings, Toronto 2
B. E. Michaud, B.A., B.Paed.	Assistant Superintendent	Parliament Buildings, Toronto 2
C. P. O'Neill, M.A.	Assistant Superintendent	Parliament Buildings, Toronto 2
W. C. VanderBurgh, B.A., B.Paed.	Assistant Superintendent	Parliament Buildings, Toronto 2
J. C. Wilker, B.A., B.Paed.	Assistant Superintendent	Parliament Buildings, Toronto 2
Robert Gauthier, B.A., D.Paed., F.R.S.C.	Director of French Instruction	Parliament Buildings, Toronto 2

INSPECTORATES AND INSPECTORS — SEPTEMBER, 1963

PUBLIC SCHOOL INSPECTORS
(MUNICIPAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Barrie	A. G. McKay, B.A., B.Paed., Supt. of Public Schools	Public School Board, P.U.C. Building, 15 Bayfield St., Barrie
Belleville	L. A. Kells, B.A., B.Paed., Supt. of Public Schools J. M. Cousins, B.A.	Public School Board, 208 Bridge St. E., Box 381, Belleville
Brantford	R. N. MacLeod, B.A., M.Ed., Supt. of Public Schools R. L. MacLeod, B.A., B.Ed. R. M. Waghorn, B.A., M.Ed.	Board of Education, Central School, 60 Sheridan St., Brantford
Chatham	J. G. Griffith, B.A., B.Paed., Director of Education H. C. Henry, B.A., M.Ed., Supt. of Public Schools	Board of Education, 93 William St. N., Box 1000, Chatham
Essex No. 5 (Sandwich West T.S.A. "A")	J. C. Judge, B.A., M.Ed.	1399 Grand Marais Rd. W., Windsor
Fort William	J. O. Lees, B.A., B.Ed. Supt. of Public Schools	Board of Education, 400 Catherine St., Fort William
Galt	J. M. Porter, M.A., Director of Education E. W. Young, B.A., M.Ed., Supt. of Public Schools	Board of Education, Box 338, Galt
Guelph	F. A. Hamilton, B.A., B.Paed. Director of Education G. J. Goman, B.A., M.Ed., Supt. of Public Schools	Board of Education, 385 Woolwich St., Guelph
Halton No. 2 (Oakville Board of Education)	A. E. Robinson, B.A., Director of Education L. L. Skuce, B.A., B.Paed., Supt. of Public Schools W. K. M. Armstrong, B.A., M.Ed., Asst. Supt. of Public Schools K. O. Carson, B.A., M.Ed. A. J. Fish, B.A., B.Paed.	Seventh Line N., R.R. 1, Oakville
Halton No. 3 (Burlington Board of Education)	J. W. Singleton, B.A., B.Ed., Director of Education D. S. Lawless, B.A., M.Ed., Supt. of Public Schools D. B. Deacon, B.A. J. B. Mitchell, B.A., B.Ed.	Board of Education, Box 505, Burlington

PUBLIC SCHOOL INSPECTORS (Continued)
(MUNICIPAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Hamilton	G. E. Price, M.A., LL.D., Director of Education J. W. VanLoon, B.A., B.Paed., Supt. of Public Schools P. W. Diebel, M.A., B.Paed. G. R. Force, B.A., B.Paed. L. A. Freeman, B.A., B.Paed. G. J. Patterson, B.A., B.Paed. L. E. Rouse, B.A., B.Paed. W. A. Tindale, B.A., B.Paed.	Board of Education, 357 Hunter St. W., Hamilton
Kingston	A. C. Ritter, B.A., B.Paed., Director of Education H. C. Hunter, B.A., B.Paed.	Board of Education, 329 Johnston St., Kingston
Kitchener	R. M. Buie, B.A., B.Paed. Supt. of Public Schools R. W. MacLean, B.A., B.Paed. H. R. Mark, B.A., B.Paed.	Public School Board, Victoria School, Kitchener
London	W. D. Sutton, B.A., B.Paed., Director of Education J. N. Given, B.A., M.Ed. Supt. of Public Schools M. W. Chalmers, B.A., B.Paed. Asst. Supt. of Public Schools D. W. Reader, B.A., M.Ed. C. W. Roberts, B.A., M.Ed. G. S. Sleightholm, M.A., M.Ed. J. E. Townshend, B.A., M.Ed.	Board of Education, Municipal Building, London
Metropolitan Toronto No. 1 (Etobicoke)	K. F. Prueter, B.A., B.Paed., Ed.D., Supt. of Public Schools L. W. Smith, B.A., Asst. Supt. of Public Schools P. W. Buddenhagen, B.A., B.Paed. H. C. MacCorkindale, B.A., B.Paed. D. J. Rutherford, B.A., B.Paed. J. F. Stinson, B.A., M.Ed. A. M. Turner, B.A., M.Ed.	Etobicoke Board of Education, 540 Burnhamthorpe Rd., Etobicoke
Metropolitan Toronto No. 3 (Leaside)	M. W. Holmes, B.A., M.Ed., Supt. of Public Schools	Leaside Board of Education, 200 Hanna Rd., Toronto 17
Metropolitan Toronto Nos. 4, 5, 6 (Lakeshore District) (Long Branch, Mimico, New Toronto)	A. G. Gillespie, B.A., B.Paed., Supt. of Public Schools	Lakeshore District Board of Education, 71 Second St. N., New Toronto
Metropolitan Toronto No. 7 (Scarborough)	A. S. Taylor, B.A., M.Ed., Director of Education F. S. Cooper, B.A., B.Paed., Supt. of Public Schools J. J. Henderson, B.A., B.Paed., Asst. Supt. of Public Schools L. A. Code, B.A., M.Ed. B. L. Davidge, B.A., M.Ed. R. A. Jobb, B.A., M.Ed. W. F. Koerber, B.A., D.Paed. C. S. Lougheed, B.A., M.Ed. H. A. Scott, B.A., M.Ed. J. W. Soloman, B.A. J. D. Toogood, B.A.	Scarborough Board of Education, 2472 Eglinton Ave. E., Scarborough P.O.
Metropolitan Toronto No. 9 (City of Toronto)	Z. S. Phimister, B.A., B.Paed., LL.D., Director of Education N. A. Sweetman, B.A., B.Paed., Supt. of Public Schools R. S. Godbold, B.A., B.Paed. Asst. Supt. of Public Schools M. K. MacDonald, B.A., B.Paed., Asst. Supt. of Public Schools J. W. Adair, B.A., M.Ed. R. E. Jones, B.A., B.Paed. J. E. Laughlin, B.A., B.Paed. J. M. McEachern, B.A., B.Paed. C. W. Maedel, B.A., B.Paed. R. Paterson, B.A., B.Paed. W. J. Redford, B.A., B.Paed. E. Sager, B.A., B.Paed. G. Varty, B.A., B.Paed. H. E. Whitley, B.A., B.Paed.	Toronto Board of Education, 155 College St., Toronto 2B

PUBLIC SCHOOL INSPECTORS (Continued)
(MUNICIPAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Metropolitan Toronto No. 11 (York)	J. D. Hanmer, B.A., B.Paed., Supt. of Public Schools C. D. Cuthbert, B.A., B.Paed. G. A. Trusler, B.A., B.Paed. V. A. Wilcox, B.A.	York Board of Education, 2 Trethewey Dr., Toronto 15
Metropolitan Toronto No. 12 (York East)	D. A. Morrison, B.A., M.Ed., Director of Education K. H. D. Hall, B.A., B.Paed., Supt. of Public Schools	East York Board of Education, 670 Cosburn Ave., Toronto 6
Metropolitan Toronto No. 13 (York North)	F. W. Minkler, B.A., D.Paed., Director of Education H. R. Partlow, B.A., D.Paed., Supt. of Public Schools A. E. Gillies, B.A., B.Paed., Asst. Supt. of Public Schools D. L. Bornhold, B.A., B.Paed. G. G. Gardiner, B.A., B.Paed. W. F. Lavender, B.A., M.Ed. W. J. McIntosh, M.A., D.Paed. G. A. Noble, B.A., B.Paed. H. G. Schuknecht, B.A., M.Ed. L. C. Sutherland, B.A., B.Paed. P. D. Windrim, B.A., B.Paed.	North York Board of Education, 15 Oakburn Cres., Willowdale
Niagara Falls	R. A. McLeod, B.A., B.Paed., Director of Education J. R. Thompson, B.A., M.Ed. D. G. Warren, B.A., M.Ed.	Board of Education, 1773 Drummond Rd., Niagara Falls
Ontario No. 5 (Pickering T.S.A. No. 2)	K. D. Munroe, B. A., M.Ed. Supt. of Public Schools	Rosebank Rd. P.S., Pickering, R.R. No. 3
Oshawa	C. M. Elliott, M.A., B.Paed., Ed.D., Supt. of Public Schools T. J. Heath, B.A., B.Paed. W. J. MacDonald, B.A., B.Paed.	Board of Education, 555 Rossland Rd. W., Oshawa
Ottawa	W. T. MacSkimming, M.A., B.Paed., Chief Inspector H. A. Christie, B.A., B.Com., B. Paed. J. R. Linn, B.A., D.Paed. G. Peacock, B.A., M.Ed. P. H. Seymour, B.A., B.Paed. C. B. Storr, M.A., B.Ed., Ph.D. M. R. VanLoon, B.A., B.Paed.	Public School Board, 330 Gilmour St., Ottawa 4
Peel No. 3 (Brampton Public School Board)	G. T. Hackett, B.A., M.Ed., Supt. of Public Schools	Administration Offices, 18 Alexander St., Brampton
Peel No. 4 (South Peel Board of Education)	J. A. Turner, B.A., Director of Education A. Cummins, B.A., M.Ed., Supt. of Public Schools R. D. Barber, B.A., M.Ed. T. M. Martin, B.A., B.Paed.	Board of Education, Windy Oaks Dr., Port Credit
Peterborough	E. P. Ray, M.A., Ph.D., Director of Education D. J. Hynes, B.A., B.Paed., Supt. of Public Schools J. G. Nichols, B.A., B.Paed.	Board of Education, City Hall, Peterborough
Port Arthur	G. P. Dalzell, M.A., B.Paed., Director of Education F. C. MacDonald, B.A., M.Ed., Supt. of Public Schools	Board of Education, Central School, Port Arthur
St. Catharines	M. F. Pummell, B.A., B.Paed., Director of Education E. I. McCulley, B.A. Supt. of Public Schools R. S. Lawless, B.A., M.Ed. J. M. Telford, B.A., B.Paed.	Board of Education, 112 Oakdale Ave., St. Catharines
St. Thomas	R. W. Timms, B.A., M.Ed.	Public School Board, Collegiate Institute, St. Thomas
Sarnia	W. Rogers, B.A., B.Paed., Director of Education H. F. Froud, B.A., B.Paed., Supt. of Public Schools B. A. McPhedran, B.A., B.Paed.	Board of Education, 190 Wellington St., Sarnia
Sault Ste. Marie	R. S. Derby, B.A., B.Paed., Director of Education A. H. McGrigor, B.A., B.Paed.	Board of Education, Central School, Sault Ste. Marie

PUBLIC SCHOOL INSPECTORS (Continued)
(MUNICIPAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Stratford	J. L. Bowers, B.A., M.Ed. Supt. of Public Schools	Board of Education, 84 Ballantyne Ave., Stratford
Sudbury	E. G. Higgins, B.A., B.Paed., Supt. of Public Schools G. E. Cowan, B.A., M.Ed.	Public School Board, 289 Cedar St., Sudbury
Waterloo	W. S. Hougham, B.A., M.Ed., Supt. of Public Schools	124 King St. N., Waterloo
Welland	H. K. Fisher, B.A., M.Ed., Supt. of Public Schools H. Hempstead, B.A., M.Ed.	Welland Board of Education, 636 King St., Welland
Wentworth No. 4 (Saltfleet T.S.A.)	J. W. Pell, B.A., M.Ed.	11 Memorial Ave., Stoney Creek
Windsor	T. C. White, B.A., B.Paed., LL.D., Director of Education C. R. MacLeod, B.A., B.Paed., Supt. of Public Schools G. Budd, B.A., B.Ed. G. F. Mann, B.A., M.Ed.	Board of Education, 451 Park St. W., Windsor
Woodstock	H. W. Hedley, B.A., D.Paed., Supt. of Public Schools	Board of Education, Central Senior School, Woodstock
York No. 5 (Vaughan T.S.A.)	J. A. Gibson, B.A., B.Paed., Supt. of Public Schools D. R. MacDonald, B.A., B.Paed.	Municipal Offices, Maple
York No. 6 (Richmond Hill Public School Board)	G. S. McIntyre, B.A., B.Paed., Supt. of Public Schools	c/o McConaghy Public School, 62 Yonge St. S., Richmond Hill

PUBLIC SCHOOL INSPECTORS — COUNTIES
(PROVINCIAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Brant No. 1	J. C. Webster, B.A., B. Paed. J. Fransen, B.A., M.Ed.	Court House, Brantford
Bruce No. 1	W. S. MacInnes, B.A., M.Ed.	Walkerton
Bruce No. 2 and Grey No. 5	A. W. Smith, B.A., M.Ed.	715 Second Ave. E., Owen Sound
Bruce No. 3	T. K. Waldie, B.A., M.Ed.	Box 520, Walkerton
Carleton No. 1	R. K. Vogan, B.A., B.Paed.	320½ Richmond Rd. W., Ottawa 3
Carleton No. 3	C. A. Rath, B.A.	320½ Richmond Rd. W., Ottawa 3
Carleton No. 4 and Russell No. 1	I. G. Jones, B.A.	320½ Richmond Rd. W., Ottawa 3
Dufferin No. 1	C. W. Gabel, B.A., B.Paed.	Orangeville
Dufferin No. 2, Halton No. 5, Simcoe No. 8, and York No. 7	N. Muir B.A., B.Paed.	51 Main St. N., Brampton
Dundas No. 1	M. N. Hutchison, B. A., B.Ed.	Box 518, Winchester
Durham No. 1	E. J. D. Webster, B.A., B.Paed.	Bowmanville
Durham No. 2	C. A. Holmes, B.A., B.Paed.	5 Queen St., Port Hope
Elgin No. 1	A. D. McColl, B.A.	24 Wellington St., St. Thomas
Elgin No. 2	R. E. Rawlings, B.A., B.Paed.	24 Wellington St., St. Thomas
Essex No. 1	F. A. Leitch, B.A., M.Ed.	Box 1000, Essex
Essex No. 2	W. R. Quance, B.A., B.Ed.	Box 1000, Essex
Essex No. 3	C. R. Crawford, B.A., B.Paed.	Box 781, Kingsville
Essex No. 4	W. F. Hampton. B.A., B.Ed.	1448 Tecumseh Road E., Windsor
Essex No. 11	†*F. Y. L. Lacroix, B.A., M.Ed.	Box 317, Belle River
Frontenac No. 1 and Addington No. 1	V. R. Reid, B.A., B.Ed.	Sharbot Lake
Frontenac No. 2	J. E. Horton, B.A., B.Paed.	1082 Princess St., Kingston
Frontenac No. 3 and Lennox No. 2	A. F. Watts, B.A., M.Ed.	1082 Princess St., Kingston
Glengarry No. 1 and Prescott No. 1	H. S. Barber, B.A., B.Ed.	Box 1236, Cornwall
Glengarry No. 11 and Prescott No. 13	†*J. A. A. Deschamps, B.A.	Alexandria
Grenville No. 1	W. H. Knisley, B.A., M.Ed.	Prescott
Grey No. 1 and City of Owen Sound	A. F. Brown, B.A.	715 Second Ave. E., Owen Sound
Grey No. 2	L. W. Clark, B.A., M.Ed.	715 Second Ave. E., Owen Sound
Grey No. 3	W. G. Rae, B.A., B.Paed.	Hanover
Haldimand No. 1	T. R. Brown, B.A.	Caledonia

PUBLIC SCHOOL INSPECTORS — COUNTIES (Continued)
(PROVINCIAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Haliburton No. 1, Peterborough No. 3 and Victoria No. 2	N. E. Ward, B.A., M.Ed.	Box 157, Minden
Halton No. 1	O. G. McDowell, B.A.	Box 448, Milton
Halton No. 4 and Wentworth No. 2	W. L. McNeil, B.A., B.Paed.	Box 27, Milton
Hastings No. 1, Nipissing No. 4 and Haliburton No. 2	R. J. Linton, B.A., M.Ed.	Bancroft
Hastings No. 2 and Prince Edward No. 2	R. A. Dunsmore, B.A., M.Ed.	379 Front St., Belleville
Hastings No. 3	G. H. Waldrum, B.A., M.Ed.	Tweed
Hastings No. 5 and Northumberland No. 4	C. E. McMullen, B.A., B.Ed.	Box 348, Trenton
Huron No. 1	J. H. Kinkead, B.A., B.Paed.	Goderich
Huron No. 2	J. W. Coulter, B.A., M.Ed.	Goderich
Huron No. 3	J. G. Burrows, B.A., M.Ed.	61 Old Mill Rd., Exeter
Kent No. 1	E. C. Evans, B.A., B.Ed.	35 East Market Sq., Chatham
Kent No. 2	A. A. Gilroy, B.A., B.Ed.	35 East Market Sq., Chatham
Kent No. 3	V. L. Vandergust, B.A., M.Ed.	35 East Market Sq., Chatham
Kent No. 11	†*F. Y. L. Lacroix, B.A., M.Ed.	Box 317, Belle River
Lambton No. 1	R. J. Carter, B.A., B.Paed.	203½ North Vidal St., Sarnia
Lambton No. 2	A. V. Vincent, B.A., B.Paed.	Petrolia
Lambton No. 3 and Middlesex No. 4	W. G. MacDonald, B.A., M.Ed.	Watford
Lanark No. 1	J. W. Barber, B.A., B.Paed.	Perth
Lanark No. 2 and Carleton No. 2	G. M. Nobes, B.A., B.Paed.	Carleton Place
Lanark No. 3, Leeds No. 3 and Grenville No. 2	J. H. Crammond, B.A., M.Ed.	39 Chambers St. E., Smith's Falls
Leeds No. 1	N. W. Ellis, B.A., M.Ed.	Box 520, Gananoque
Leeds No. 2	H. L. Welch, B.A., M.Ed.	Box 1, Brockville
Lennox No. 1, Addington No. 2 and Hastings No. 4	H. H. Langford, B.A.	Box 150, Napanee
Lincoln No. 1	A. Klim, B.A., B.Paed.	12 Main St. W., Grimsby
Lincoln No. 2	J. L. Runnalls, B.A.	54 Ontario St., St. Catharines
Metropolitan Toronto Nos. 2, 8, 10 (Forest Hill, Swansea, and Weston)	D. I. Young, B.A., B.Paed. R. G. Kendall, B.A., B.Paed.	1415 Lawrence Ave. West, Toronto 15
Middlesex No. 1 and Oxford No. 3	H. G. Schlotzhauer, B.A., B.Paed.	389 Queens Ave., London
Middlesex No. 2 and Oxford No. 4	H. A. Griffith, B.A., B.Paed.	389 Queens Ave., London
Middlesex No. 3	E. Oakes, B.A., B.Paed.	Strathroy
Norfolk No. 1	E. F. Jordan, B.A., M.Ed.	19 Colborne St. N., Simcoe
Norfolk No. 2	L. T. Slichter, B.A., B.Ed.	19 Colborne St. N., Simcoe
Northumberland No. 1	C. W. Young, B.A., B.Paed.	Brighton
Northumberland No. 2	G. W. Nelson, B.A., B.Paed.	Town Hall, Cobourg
Ontario No. 1	Miss L. L. McNeill, B.A., B.Paed.	Uxbridge
Ontario No. 2	P. F. Wiseman, B.A., B.Ed.	110 Green St., Whitby
Ontario No. 4	J. C. McClelland, B.A., M.Ed.	110 Green St., Whitby
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Oxford No. 2	A. P. Silcox, B.A., B.Paed.	Ingersoll
Peel No. 1	E. R. Underhill, B.A.	51 Main St. N., Brampton
Peel No. 2	A. A. Martin, B.A., B.Paed.	1348 Centre Road, Port Credit
Perth No. 1	R. G. Boyce, B.A., M.Ed.	Court House, Stratford
Perth No. 2	G. N. Edwards, B.A., B.Paed.	121 Ontario Street, Stratford
Peterborough No. 1 and Northumberland No. 3	K. O. Birkin, M.A., B.Paed.	Room 154, Federal Bldg., 191 Charlotte St., Peterborough
Prescott No. 11	†*J. Lapensee, B.A.	Plantagenet
Prescott No. 12	†*G. C. Filion, B.A., M.Ed.	Hawkesbury
Prince Edward No. 1	H. L. Knight, B.A., B.Paed.	Picton
Renfrew No. 1	M. A. Craig, B.A., B.Paed.	Pembroke
Renfrew No. 2	G. A. MacLeod, B.A., M.Ed.	Box 250, Renfrew
Renfrew No. 3	W. J. C. Burgoyne, B.A., B.Ed.	Eganville
Renfrew No. 4	B. R. Sheppard, B.A., B.Ed.	Pembroke

PUBLIC SCHOOL INSPECTORS — COUNTIES (Continued)
(PROVINCIAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Russell No. 11	†*H. E. Dubois, B.A.	Rockland
Simcoe No. 1	K. J. Ellis, B.A., M.Ed.	Municipal Bldg., Midland
Simcoe No. 2	D. A. Lapp, M.A., M.Ed.	60 West St. N., Orillia
Simcoe No. 3	J. D. Ferguson, B.A., M.Ed.	Box 1026, Alliston
Simcoe No. 4 and Grey No. 4	D. J. Phillips, B.A., B.Ed.	Collingwood
Simcoe No. 5 and Ontario No. 3	P. M. Scott, B.A., B.Paed.	35 Owen St., Barrie
Simcoe No. 6	*F. J. Macdonald, B.A., M.Ed.	39 Collier St., Barrie
Simcoe No. 7	R. H. Macklem, B.A., B.Paed.	35 Owen St., Barrie
Simcoe No. 11	†*J. G. Beaulieu, B.A., B.Ed.	717 Pape Ave., Toronto 6
Stormont No. 1 and City of Cornwall	A. E. Kelley, B.A., M.Ed.	Box 1237, Cornwall
Stormont No. 2 and Glengarry No. 2	P. H. Torrance, B.A., B.Paed.	Box 1116, Cornwall
Victoria No. 1 and Peterborough No. 2	J. H. Bates, B.A., M.Ed.	Ontario Government Bldg., Oakwood Road, Lindsay
Victoria No. 3	B. C. Barrett, B.A., B.Paed.	Ontario Government Bldg., Oakwood Road, Lindsay
Waterloo No. 1 and Wellington No. 3	B. H. Bennett, B.A., B.Paed.	741 King St. W., Kitchener
Waterloo No. 2 and Wellington No. 4	S. D. Oakes, B.A., B.Ed.	741 King St. W., Kitchener
Waterloo No. 3	C. Cornwell, B.A., M.Ed.	63 Ainslie St. N., Galt
Welland No. 1, Haldimand No. 2, and Lincoln No. 3	J. R. M. Peat, B.A., B.Paed.	Box 29, Fenwick
Welland No. 2	E. G. Peterson, B.A., B.Paed.	41 Division St., Welland
Welland No. 3	E. Sanderson, B.A., B.Ed.	195 East Main St., Welland
Welland No. 4	J. K. Crossley, B.A., M.Ed.	Fort Erie
Welland No. 11	†*G. N. Houle, B.A., B.Paed.	841 Victoria Ave., Suite 2, Niagara Falls
Wellington No. 1	E. I. Nelson, B.A., M.Ed.	Fergus
Wellington No. 2	C. R. Whitfield, B.A., M.Ed.	95 Norfolk St., Guelph
Wentworth No. 1	J. K. Evans, B.A., B.Paed. M. B. Caldwell, B.A., M.Ed. Miss M. Taylor, B.A., M.Ed.	Court House, Hamilton
York No. 1	E. M. Dunn, B.A., B.Paed.	225 Cedar St., Newmarket
York No. 2	D. D. Adams, B.A., M.Ed.	225 Cedar St., Newmarket
York No. 3	M. Hallman, B.A., B.Paed.	18 Yonge St. N., Richmond Hill
York No. 4	W. J. McLeod, B.A., B.Paed.	18 Yonge St. N., Richmond Hill

*Note: Welland No. 11 — Teachers are responsibility of Welland Board of Education but are inspected by **G. N. Houle, B.A., B.Paed.**

PUBLIC SCHOOL INSPECTORS — DISTRICTS
(PROVINCIAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Algoma No. 1	H. G. McTaggart, B.A., M.Ed.	Ontario Govt. Bldg., Albert St. E., Sault Ste. Marie
Algoma No. 3	F. H. Wilkinson, B.A., M.Ed.	Suite 18, Plaza Bldg., Elliot Lake
Algoma No. 5	G. A. Snider, B.A., M.Ed.	Ontario Govt. Bldg., Albert St. E., Sault Ste Marie
Algoma No. 11	†*R. J. Desmarais, B.A., B.Paed.	20 Alberta Rd., Elliot Lake
Cochrane No. 1	W. D. A. McCuaig, B.A., M.Ed.	Cochrane
Cochrane No. 2, Algoma No. 2 and Sudbury No. 5	A. E. Tindall, B.A., M.Ed.	261 Third Ave., Timmins
Cochrane No. 3	J. A. Clatworthy, B.A., B.Ed.	261 Third Ave., Timmins
Cochrane No. 11	†*L. J. J. Gauthier, B.A.	189 Railway St., Cochrane
Cochrane No. 12	†*J. Beauchemin, B.A.	261 Third Ave., Timmins
Kenora No. 1	C. G. M. Smith, B.A., B.Paed. K. K. Glenn, B.A., M.Ed.	Box 660, Kenora
Kenora No. 2	L. E. Maki, B.A., M.Ed.	Dryden
Manitoulin No. 1 and Sudbury No. 3	S. Geiger, B.A.	Gore Bay
Muskoka No. 1, Nipissing No. 3 and Parry Sound No. 2	R. S. Claus, B.A., M.Ed.	Huntsville
Muskoka No. 3	W. F. Hammell, B.A., B.Paed.	Bracebridge

PUBLIC SCHOOL INSPECTORS—DISTRICTS (Continued)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Nipissing No. 2, Parry Sound No. 1 and City of North Bay	L. E. McCluskie, B.A., M.Ed.	108 Main St. E., North Bay
Nipissing No. 5	J. W. Trusler, B.A., M.Ed.	108 Main St. E., North Bay
Nipissing No. 11	†*C. J. Lamarche, B.A.	49 Queen St., Sturgeon Falls
Nipissing No. 12	†*J. L. Duchesneau, B.A., M.Ed.	269 Main St. W., Box 91, North Bay
Parry Sound No. 3 and Muskoka No. 2	B. H. Gorrill, B.A., M.Ed.	Court House, Parry Sound
Rainy River No. 1	P. C. Anderson, B.A., M.Ed.	Box 366, Fort Frances
Sudbury No. 1 and Algoma No. 4	C. E. Butcher, B.A., M.Ed.	172 Elm St. W., Sudbury
Sudbury No. 2	G. F. Ross, B.A., B.Ed.	172 Elm St. W., Sudbury
Sudbury No. 4 and Nipissing No. 1	A. J. MacLean, B.A., M.Ed.	172 Elm St. W., Sudbury
Sudbury No. 13	†*J. O. Pelletier, B.A., B.Paed.	172 Elm St. W., Sudbury
Sudbury No. 14	†*J. G. Lefebvre, B.A.	49 Queen St., Sturgeon Falls
Temiskaming No. 1	J. F. Lawless, B.A., M.Ed.	Box 607, Kirkland Lake
Temiskaming No. 2	M. C. Napper, B.A.	Haileybury
Thunder Bay No. 1	R. R. Steele, B.A., M.Ed.	101 News Chronicle Bldg., Waters St., Port Arthur
Thunder Bay No. 2	J. S. Lowcock, B.A., B.Paed.	101 News Chronicle Bldg., Waters St., Port Arthur
Thunder Bay No. 3	W. J. Judd, B.A. W. J. Gerow, B.A., B.Ed.	101 News Chronicle Bldg., Waters St., Port Arthur
Thunder Bay No. 4 and Rainy River No. 2	J. A. Martin, B.A., M.Ed.	101 News Chronicle Bldg., Waters St., Port Arthur

ROMAN CATHOLIC SEPARATE SCHOOL INSPECTORS
(PROVINCIAL INSPECTORATES)

R.C.S.S. INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Alexandria Division	†*J. A. A. Deschamps, B.A.	Alexandria
Barrie Division	*F. J. Macdonald, B.A., M.Ed.	39 Collier St., Barrie
Belle River Division	†*F. Y. L. Lacroix, B.A., M.Ed.	Box 317, Belle River
Belleville Division	E. J. Neville, B.A.	Belleville Plaza, 470 Dundas St. E., Belleville
Brantford Division	L. L. Begley, B.A.	109 Darling St., Brantford
Brockville Division	J. L. Jordan, B.A.	Equity Building, Brockville
Burlington Division	J. D. Hogan, B.A., B.Paed.	2075 Lakeshore Rd., Burlington
Chatham Division	S. J. Charbonneau, B.A.	35 East Market Square, Chatham
Cochrane Division	†*L. J. J. Gauthier, B.A.	189 Railway St., Cochrane
Cornwall Division No. 1	† J. R. Lalonde, B.A., B.Paed.	3A Third St. W., Cornwall
Cornwall Division No. 2	R. J. Bergin, B.A.	3A Third St. W., Cornwall
Cornwall Division No. 3	† J. D. Bougie, B.A., B.Paed.	3A Third St. W., Cornwall
Elliot Lake Division	†*R. J. Desmarais, B.A., B.Paed.	20 Alberta Rd., Elliot Lake
Essex Division	G. D. Dwyer, B.A., B.Ed.	10 Centre St., Essex
Guelph Division	F. H. Hogle, B.A., B.Paed.	95 Norfolk St., Guelph
Haileybury Division	† L. L. Charette, B.A.	Haileybury
Hamilton Division	F. P. Cunningham, B.A., M.Ed. W. M. McRae, B.A., M.Ed.	Chedoke P.O., 579 Upper James St., Hamilton
Hawkesbury Division	†*G. C. Filion, B.A., M.Ed.	Hawkesbury
Hearst Division	† M. J. Jacques, B.A.	Hearst
Kapuskasing Division	† A. Joubert, B.A., B.Paed.	3 Byng St., Kapuskasing
Kenora Division	M. Chochla, B.A.	Box 99, Kenora
Kingston Division	E. J. Neville, B.A.	1082 Princess St., Kingston
Kitchener Division No. 1	J. R. Sweeney, B.A.	741 King St. W., Kitchener
Kitchener Division No. 2	D. F. Dineen, B.A., M.Ed.	741 King St. W., Kitchener
London Division No. 1	K. J. Regan, B.A., M.Ed.	389 Queens Ave., London
London Division No. 2	E. L. Ennis, B.A., M.Ed.	389 Queens Ave., London
Niagara Falls Division No. 1	D. J. Lefebvre, B.A., B.Comm., M.Ed.	1257 Victoria Ave., Niagara Falls
Niagara Falls Division No. 2	†*G. N. Houle, B.A., B.Paed.	841 Victoria Ave., Suite 2, Niagara Falls
North Bay Division No. 1	†*J. L. Duchesneau, B.A., M.Ed.	269 Main St. W., Box 91, North Bay
North Bay Division No. 2	R. M. Surtees, B.A., B.Ed.	108 Main St. E., North Bay
Oshawa Division	E. J. Finan, B.A.	110 Green St., Whitby

ROMAN CATHOLIC SEPARATE SCHOOL INSPECTORS (Continued)
(PROVINCIAL INSPECTORATES)

R.C.S.S. INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Ottawa Division No. 1	† R. Millette, M.A., B.Paed., Ph.D.	258 St. Andrew St., Ottawa
Ottawa Division No. 2	F. J. McDonald, M.A., B.Paed., Ph.D.	309 Somerset St. W., Ottawa
Ottawa Division No. 3	† F. A. Moreau, B.A., B.Paed.	Suite 304, 428 Rideau St., Ottawa
Ottawa Division No. 4	Miss D. H. M. Dunn, M.A., B.Paed.	Builders' Exchange Building, 196 Bronson Ave., Ottawa
Ottawa Division No. 5	†L. Carriere, M.A., D.Paed.	807 Bank St., Ottawa
Ottawa Division No. 6	L. J. Dupuis, M.A., B.Com., M.Ed.	Builders' Exchange Building, 196 Bronson Ave., Ottawa
Ottawa Division No. 7	†P. E. Piche, B.A., B.Paed.	258 St. Andrew St., Ottawa
Ottawa Division No. 8	†H. W. Cyr, M.A., B.Paed.	314 McArthur Ave., Ottawa
Ottawa Division No. 9	†L. Desjarlais, M.A., B.Paed., Ph.D.	258 St. Andrew St., Ottawa
Pembroke Division	V. A. J. Reid, B.A.	Pembroke
Peterborough Division	B. E. Nelligan, B.A., M.Ed.	103½ Royal Bank Bldg., Peterborough
Plantagenet Division	†*J. Lapensee, B.A.	Plantagenet
Port Arthur Division No. 1	J. F. Leonard, M.A.	101 News Chronicle Bldg., Waters St., Port Arthur
Port Arthur Division No. 2	G. S. O'Brien, B.A.	101 News Chronicle Bldg., Waters St., Port Arthur
Renfrew Division	R. J. O'Brien, B.A.	Renfrew
Rockland Division	†*H. E. Dubois, B.A.	Rockland
St. Catharines Division	J. P. Skehin, B. A., M.Ed.	50 Church St., St. Catharines
Sarnia Division	J. J. Burger, B.A.	203½ North Vidal St., Sarnia
Sault Ste. Marie Division No. 1	F. R. Mills, B.A., B.Paed.	Ontario Govt. Bldg., Albert St. E., Sault Ste. Marie
Sault Ste. Marie Division No. 2	J. R. Cameletti, B.A.	Ontario Govt. Bldg., Albert St. E., Sault Ste. Marie
Stratford Division	W. H. Bulger, B.A.	229 Delamere Ave., Stratford
Sturgeon Falls Division No. 1	†*C. J. Lamarche, B.A.	49 Queen St., Sturgeon Falls
Sturgeon Falls Division No. 2	†*J. G. Lefebvre, B.A.	49 Queen St., Sturgeon Falls
Sudbury Division No. 1	†J. E. O. Tremblay, B.A.	172 Elm St. W., Sudbury
Sudbury Division No. 2	†G. A. Dube, B.A., B.Ph.	172 Elm St. W., Sudbury
Sudbury Division No. 3	†*J. O. Pelletier, B.A., B.Paed.	172 Elm St. W., Sudbury
Sudbury Division No. 4	B. A. Hoy, B.A., B.Paed.	172 Elm St. W., Sudbury
Sudbury Division No. 5	R. T. Vincer, B.A.	172 Elm St. W., Sudbury
Timmins Division No. 1	†*J. Beauchemin, B.A.	261 Third Ave., Timmins
Timmins Division No. 2	L. S. Power, B.A.	261 Third Ave., Timmins
Toronto Division No. 1	J. C. Doyle, B.A., B.Paed.	9 Longwood Dr., Don Mills
Toronto Division No. 2	T. S. Melady, M.A.	42 Lynngrove Ave., Toronto 18
Toronto Division No. 3	Miss R. Lynch, B.A., B.Paed.	358 Quebec Ave., Toronto 9
Toronto Division No. 4	F. J. Hodge, B.A., B.Paed.	5590 Yonge St., Suite 27, Willowdale
Toronto Division No. 5	W. A. Hayden, M.A.	86 Lyndhurst Ave., Toronto 4
Toronto Division No. 6	†*J. G. Beaulieu, B.A., B.Ed.	717 Pape Ave., Toronto 6
Toronto Division No. 7	F. A. McDonell, B.A.	59 Rumsey Road, Toronto 17
Toronto Division No. 8	J. Lavin, B.A.	7 Longhope Place, Willowdale
Toronto Division No. 9	F. M. Weiss, B.A.	5590 Yonge St., Suite 27, Willowdale
Toronto Division No. 10	F. B. Allore, B.A., B.Ed.	51 Moore Park Ave., Willowdale
Toronto Division No. 11	F. J. McAllister, B.A., B.Ed.	5590 Yonge St., Suite 25, Willowdale
Toronto Division No. 12	Miss M. M. Young, B.A., B.Ed.	9 Sherbourne St. N., Toronto
Welland Division	A. Kuska, B.A.	Welland Plaza, Fitch St., Welland
Windsor Division No. 1	J. F. Johnston, B.A., M.Ed.	707 Tuscarora St., Windsor
Windsor Division No. 2	†H. E. Gratton, B.A., M.Ed.	707 Tuscarora St., Windsor
Windsor Division No. 3	J. F. Johnston, B.A., M.Ed.	707 Tuscarora St., Windsor
Windsor Division No. 4	F. J. Ryan, B.A.	707 Tuscarora St., Windsor

*—This Inspector inspects both Public and Separate Schools
†—This Inspector inspects Bilingual Schools

P. D. K.
OFFICERS AND COMMITTEES - 1963-64

		Res.	Bus.
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ONTARIO

DEPARTMENT OF EDUCATION

No.2(h) December, 1963.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Teacher Exchange between Schools Operated by Indian Affairs Branch and Elementary School Boards in Ontario.

1. Agreement has now been reached to allow an exchange of teachers between these two types of schools. Exchanges may be arranged for one school term or one school year and the school board will continue to pay the teacher's salary and deduct superannuation during the teacher's period of exchange. In some Indian schools teacherages are provided but at others, it may be necessary for the teacher to commute to and from a reservation. Final working conditions, teacherage arrangements, or commuting arrangements if applicable, should be settled to the mutual satisfaction of the exchange teacher, the board concerned, and Indian Affairs Officials.

2. A teacher who is employed north of Parry Sound and who wishes to make an exchange which is satisfactory to his board should ask the school board secretary to write to:

Mr. F.S. Shaw, Superintendent of Schools,
Indian Affairs Branch,
Box 896, North Bay, Ontario.

3. A teacher who is employed in southern Ontario and who wishes to make an exchange which is satisfactory to his board should ask his school board secretary to write to:

Mr. H.B. Rodine, Superintendent of Schools,
Indian Affairs Branch,
Postal Station "Q",
St. Clair Ave. E., Toronto, Ontario.

4. Teachers in Indian schools who wish to exchange should arrange to have officials of the Indian Affairs Branch discuss this matter with the board concerned. Only qualified teachers will be given permission to exchange and the recommendation of the local school inspector will be required.

5. Knowing that participation in this teacher exchange will result in increased understanding between teachers of both Indians and non-Indians, the Department of Education is wholly in accord with this arrangement. The inspectors are asked to bring the contents of this memorandum to the attention of teachers and school boards in their inspectorate.

G.L. Duffin
Superintendent of Elementary Education.

TORONTO 2, December 20, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (a), September, 1963

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Elementary School Broadcasts

The Ontario Department of Education in co-operation with the Canadian Broadcasting Corporation will present radio broadcasts, Monday, through Thursday, commencing September 30. Manuals outlining times, dates and titles of the various series will be arriving shortly at your office for distribution to the teachers in your inspectorate. Will you please attend to this matter early in September in order to give teachers sufficient time to study the details.

As in former years, these broadcasts are of an enrichment nature designed to make valuable contributions to the teaching programme in the schools of the province. It is sincerely hoped that teachers will choose and use only the programmes that suit the grades and age levels of their particular class.

A quantity of the manual entitled "Calling Young Canada" will also be sent to you for distribution. This additional publication outlines the national radio broadcasts presented on Fridays beginning October 4 and the Tuesday and Thursday educational television programmes commencing October 1. These series of programmes have been planned and presented by the Canadian Broadcasting Corporation upon the recommendation of the National Advisory Council on School Broadcasting. The present chairman of this Council is Dr. F. S. Rivers, Chief Director of Education.

In some areas of Ontario, school broadcasts are not carried by the local station. As a result a number of schools experience considerable difficulty in getting good classroom reception from stations located elsewhere. If the schools in your area experience this problem and if concrete evidence can be provided to indicate that the broadcasts have been used and will be used, please forward this information to the Audio-Visual Education Branch, 559 Jarvis Street, Toronto. It will then be passed on to the School Broadcasts Department of the Canadian Broadcasting Corporation for action by the Station Relations Department.

G L Duffin
Superintendent of Elementary Education.

Toronto 2, September 3, 1963.

✓ all 10 pages

ONTARIO

DEPARTMENT OF EDUCATION

SUGGESTIONS AND INFORMATION FOR PUBLIC AND SEPARATE SCHOOL INSPECTORS

TABLE OF CONTENTS

Part A — 1. Departmental Summer Courses
2. Depreciation on Books and Equipment
3. Elementary School Teacher-Librarian's Summer Course, Toronto, 1964
4. Engagement of Unqualified Principals and Supervising Principals
5. Engagement of Unqualified Teachers
6. Guide to Health Instruction Materials
7. Holidays
8. June Closing of Elementary Schools
9. Letters of Standing
10. Map of Northern Ontario
11. National Film Board Filmstrips
12. National Health Week, March 8-14, 1964
13. New Classrooms Within Existing Buildings
14. New School Sites
15. Official Names for Schools
16. Ontario Educational Association
17. O.S.I.A. Yearbooks
18. Ontario School Trustees' Council
19. Personal Attendance Registers
20. Purchase of Canadian Made Equipment
21. Reference Books—"Spotlight on Australia"
"Liquid Gold From Australia"
22. Requisitions
23. Standard I Certificates
24. Summer Courses For Inspectors
25. Teaching Certificates—University of Ottawa Teachers' College
26. Termination of Agreements Between Teachers and Boards
27. Travelling Expenses of Provincial Inspectors to the O.E.A., 1964

Part B — 28. Termination of Suspension of Certificates
29. Certificates Suspended

1

DEPARTMENTAL SUMMER COURSES

Inspectors are requested to bring to the attention of all teachers the revised schedule of fees for summer courses in 1964.

Each teacher admitted to a five week course will be required to pay a fee of $35.00. Candidates are strongly advised to apply early as anticipated heavy enrolments will make it necessary to limit numbers. In those courses in which only a designated number of students can be accepted, late applications will not be considered. Applications should be delivered to the Department on or before May 29 or be mailed to the Department in an envelope bearing a postmark not later than May 29. A late fee of $15.00 will be charged on all applications postmarked after May 29. Fees are to be paid by money order or by certified cheque and are to be submitted with the application form.

2

DEPRECIATION ON BOOKS AND EQUIPMENT

In order that the value of books and equipment reported on the Inspection Reports to School Boards, Form 198, may be more realistic and that a consistent method may be used to record such value, it is suggested that a depreciation of 30 percent on textbooks and library books, and 20 percent on equipment, be applied to the total value of the preceding year in each case.

3

ELEMENTARY SCHOOL TEACHER-LIBRARIAN'S SUMMER COURSE, TORONTO, 1964

Applicants for the first year of the Elementary School Teacher-Librarian's Summer Course are required to read a number of selected children's books before attending the course. Teachers who are planning to register in this course may secure a copy of the pre-reading list on request from Miss Barbara J. Smith, Director of Elementary School Library Service, Department of Education, 44 Eglinton Avenue West, Toronto 12.

4

ENGAGEMENT OF UNQUALIFIED PRINCIPALS AND SUPERVISING PRINCIPALS

A Letter of Permission is required for the employment of an elementary-school principal who is in charge of a school with an enrolment of 300 or more pupils and whose qualifications or experience do not meet the requirements stated in Section 7 of Regulation 81, Elementary Schools — General.

Where the principal does not hold the qualifications referred to above, and where the board wishes to continue to retain him in the same position for the coming year, the inspector may inform the board that it will not be necessary to advertise the position if the principal has completed two full university courses during the preceding calendar year. Under these circumstances the application for the Letter of Permission should be submitted to the Department before the close of school in June.

In cases where it will be necessary for a board to advertise for a principal of a school with an enrolment exceeding 300 pupils, the inspector should advise that the necessary action be taken prior to June 1 when the possibility of securing a qualified person is greater. If a Letter of Permission is required because a qualified principal cannot be secured, the application is to be submitted to the Department as soon as the person is employed.

The above comments also apply to the employing of a supervising principal.

5

ENGAGEMENT OF UNQUALIFIED TEACHERS

As the Pre-Teachers'-College Summer Course Programme has been discontinued, students who entered the programme but did not complete it are not eligible for employment on Letters of Permission.

Students who have either attended the First Year of the Two-Year Course at Teachers' College and have failed in the First Year or who hold standing in the First Year of the Two-Year Course but have not attended the Second Year of the Course, are not eligible for employment on Letters of Permission. In accordance with Circular 617(a), December 1961, students who have attended Teachers' College but have failed in practice teaching or have failed in three or more final examinations are required to return to Teachers' College to complete their qualifications and are not, therefore, eligible for employment on Letters of Permission. Subject to these restrictions, unqualified persons may be employed by a board after July 1, 1964, provided (a) that the board has advertised before July 1 in a newspaper having provincial circulation all vacancies that occurred prior to June 1, and has been unable to obtain the services of a qualified teacher; and (b) that the person employed will be recommended by the inspector for a Letter of Permission.

Boards of trustees should be advised that no assurance can be given that a Letter of Permission will be issued to engage an unqualified person whose academic qualifications are not at least equal to those required for admission to the First Year of the Two-Year Course at Teachers' College. An application for a Letter of Permission must be accompanied by a copy of the advertisement of the board giving the date and name of the newspaper.

Where an unqualified teacher who has never held a certificate valid in the elementary schools of Ontario has taught for a total of five years in Ontario and has not passed a physical examination conducted by a medical examiner appointed by the Minister of Education, no Letter of Permission will be issued to a board of trustees to engage this person as teacher. Enquiries about the medical examination should be addressed to the Deputy Minister of Education by the person concerned.

Completed applications for Letters of Permission must be sent to the Department before or immediately after an unqualified teacher enters upon his duties. It is embarrassing to the Department and to the board concerned when it is necessary to refuse a Letter of Permission after the person has been teaching for several months. No assurance can be given that applications for Letters of Permission will be considered unless they are submitted promptly.

The inspector is asked to notify all boards concerned and all uncertificated teachers in his inspectorate of the information contained in this item.

6

GUIDE TO HEALTH INSTRUCTION MATERIALS

The Elementary Education Branch has been advised that an excellent source of titles of materials for use in the Health Programme through all grades of the elementary and secondary schools and Teachers' Colleges is the following publication:

> Guide to Health Instruction Materials in Canada—1964-66 Annotated Edition, by School Health Committee, Canadian Health Education Specialists' Society, P.O. Box 2305, Postal Station D, Ottawa, 1964; Price $1.00.

7

HOLIDAYS

It is expected that each inspector employed by the Department of Education will take his holidays during the summer months when the schools are closed. If this is impossible because the inspector is employed in summer school work, he should communicate with this office so that other arrangements can be made.

Each inspector is asked to advise this office regarding the date on which he plans to commence and to terminate his holidays. Care should be taken to be certain that the period of absence is shown on the inspector's Personal Attendance Register.

8

JUNE CLOSING OF ELEMENTARY SCHOOLS

It is expected that all elementary school children will attend school up to and including the legal closing date, June 26. Inspectors are asked to advise principals that any pupil who is not in attendance until the closing date should be marked absent in the Daily Register for the days concerned.

9

LETTERS OF STANDING

The inspectors are advised that henceforth a Letter of Standing that is issued in July or August of any year shall remain valid until June 30 next following, and that a Letter of Standing granted to a teacher after September 1 of any school year, shall remain valid until the second June 30 thereafter.

The inspectors are asked to advise the Department when a teacher has completed one year of successful teaching obtained after the actual date of issue of the Letter of Standing, so that consideration may be given to the granting of an interim certificate.

A teacher who has not obtained a Letter of Standing but hopes to do so, is to be treated as an unqualified person and can be employed by a board only on a Letter of Permission after the requirements in connection with Letters of Permission have been complied with. One of the requirements is an x-ray. The teacher should be instructed to arrange to have a film or plate of the x-ray sent to Dr. N. W. Roome, 40 Eglinton Avenue East, Toronto. This procedure will remove the necessity of the teacher having another x-ray in connection with his Letter of Standing.

Any teacher who may be eligible for a Letter of Standing in Ontario, should be encouraged to take the necessary steps to obtain this qualification to teach. Teaching experience which has been obtained by the teacher on the authority of a Letter of Permission while awaiting the issue of a Letter of Standing, may not be counted as part of the successful experience obtained on the authority of a Letter of Standing.

10

MAP OF NORTHERN ONTARIO

The Department of Highways has produced a new map of Northern Ontario and arrangements have been made for a quantity to be made available for certain elementary school classrooms.

One copy of the map is being sent to each inspector from this office, and the Department of Highways Information Office is sending to each inspector a supply of the maps for distribution to the Grade 7 classes in the elementary schools of each inspectorate. It is considered that the maps will be of most value in the geography classes of this grade.

11

NATIONAL FILM BOARD FILMSTRIPS

A letter from the National Film Board about filmstrips that are available for classroom use, with a copy of an order form which gives the names of the titles and their prices, has been sent to each inspector.

12

NATIONAL HEALTH WEEK, MARCH 8-14, 1964

Canada's 20th National Health Week will be observed from March 8 to 14, 1964. This week is sponsored by the Health League of Canada as one means of bringing to the attention of Canadians the importance of good standards of health. The World Health Organization defines health as "a state of complete physical, mental and social well-being, and not merely the absence of disease or infirmity".

The Health League of Canada has sent to the inspectors copies of material about National Health Week, and the inspectors are asked to have this material distributed to the elementary schools for National Health Week.

13

NEW CLASSROOMS WITHIN EXISTING BUILDINGS

Inspectors are asked not to use Form G60 (formerly Form G15) for approval of disbursements to provide new classrooms within existing buildings but to use Form Building 4, Building Proposal, for such projects, whether the expenditure is from current funds or from any borrowed amounts, and to follow the procedure in Form Building 6, Procedure for Elementary School Construction. This is necessary to ensure that such new classrooms meet the requirements of approval for legislative grant purposes.

14

NEW SCHOOL SITES

The Department of Highways has informed this office that it has certain building and entrance requirements which must be observed. In order to provide for future expansion of highways, certain building set-back distances are required and certain entrance restrictions are enforced on curves and hills to provide for reasonable safety.

It is suggested that the inspectors advise school boards to consult with the District Office of the Department of Highways regarding the above-mentioned requirements before school sites are purchased.

15

OFFICIAL NAMES FOR SCHOOLS

The Department has been advised that Her Majesty the Queen has expressed the wish that until her children are considerably older their names be not used in connection with any public activity such as the naming of buildings, etc. The inspectors are asked to bring this information to the attention of boards that may be giving consideration to the selection of a suitable name for a school.

16

ONTARIO EDUCATIONAL ASSOCIATION

Each inspector is asked to urge teachers to support the O.E.A. by becoming members and attending the convention, if possible.

17

O.S.I.A. YEARBOOKS

In 1945 the Ontario School Inspectors' Association began to produce yearbooks. Since 1957, through the generosity of the Copp Clark Publishing Co., the yearbooks have been issued in an attractive printed format.

Details of the printed yearbooks are as follows:

Yearbook	Title	List Price
13th — 1957	Leadership for the Improvement of Instruction	$1.75
14th — 1958	Education of the Gifted	1.75
15th — 1959	The Intermediate Division	1.75
16th — 1960-1	The Education of Children with Handicaps	2.00

Additional copies of these yearbooks, which were made available to every inspector at publication, are available through the publisher.

It is suggested that the inspector bring to the attention of teachers' groups the material contained in the yearbooks. It is felt that copies of the yearbooks might well be placed in teachers' reference libraries as valuable additions to the professional literature thus made available to teachers.

18

ONTARIO SCHOOL TRUSTEES' COUNCIL

The Ontario School Trustees' Council is composed of two representatives appointed to it by each of the following member associations: The Associated Secondary School Boards of the Province of Ontario, L'Association des Commissions des Ecole Bilingues d'Ontario, The Ontario School Trustees' and Ratepayers' Association, Ontario Separate School Trustees' Association, The Public School Trustees' Association and Northern Ontario Public and Secondary School Trustees' Association. Total membership in 1962 included 2,083 school boards.

The Council provides a medium for communicating to the Department of Education and to the Ontario Teachers' Federation the considered views of the member associations on education and administrative matters within the jurisdiction of school trustees.

The activities of the member associations include annual and zone conferences, public speaking contests and short courses for school trustees in various parts of Ontario. Publications such as ACEBO published quarterly, The Argus published monthly except during July and November, and the Canadian School Journal published eight times a year are produced by L'Association des Commissions des Ecoles Bilingues d'Ontario, The Public School Trustees' Association of Ontario, and The Ontario School Trustees' and Ratepayers' Association, respectively.

The following is a summary of the numbers of boards that were members of each of the seven member associations in 1962:

Organization	Secondary	Public	Separate	Total
The Associated Secondary School Boards of the Province of Ontario	92			92
L'Association des Commissions des Ecoles Bilingues d'Ontario		26	306	332
The Ontario School Trustees' and Ratepayers' Association	88	572	3	663
Ontario Separate School Trustees' Association			256	256
The Public School Trustees' Association of Ontario	30	467		497
Ontario Urban and Rural School Trustees' Association	86	76	8	170
Northern Ontario Public and Secondary School Trustees' Association	25	48		73
TOTALS	321	1189	573	2083

19

PERSONAL ATTENDANCE REGISTERS

Each provincial inspector is advised to forward to the Superintendent of Business Administration, 44 Eglinton Avenue West, Toronto 12, promptly at the end of each month, his personal attendance register. This should be sent by first class mail in an envelope containing no other mail or correspondence.

Each provincial inspector is advised that if his personal attendance register is not received by the ninth day of the month, his interim salary cheque will be delayed until after his attendance report has been received.

20

PURCHASE OF CANADIAN MADE EQUIPMENT

Inspectors are asked to bring to the attention of school boards the desirability of purchasing furniture and equipment from Canadian producers where the quality is comparable and adequate for instructional purposes, where maintenance service is assured and where the price of Canadian goods is not more than 10 percent above that of imported goods.

Efforts should be made by boards to permit Canadian manufacturers to quote on goods which are required. The names of Canadian firms and the type of goods which they manufacture can be obtained from the Canadian Trade Index. A copy of this book is available in most public libraries or can be purchased from the Canadian Manufacturers' Association, 67 College Street, Toronto.

21

REFERENCE BOOKS

"SPOTLIGHT ON AUSTRALIA"
"LIQUID GOLD FROM AUSTRALIA"

The two books whose titles are given above have been published by the Australian Publicity Council. These valuable reference books contain interesting details about Australia's industries, peoples, social life, customs and scenic features. The maps and coloured photographs are of the highest quality. The facts and statistics are up-to-date and many of them are not readily available elsewhere. This information is provided in case boards wish to provide copies for the school library.

These books may be purchased by the pair for $10, or $5 each, provided that the order is for not less than 12 books which will be shipped in standard cartons by freight without charge to the purchaser. If individual copies are ordered they are sent by mail but the cost is $6 per volume, or $12 for the pair. The books may be ordered from the Australian Publicity Council, 405 Collins Street, Melbourne, Victoria, Australia.

22

REQUISITIONS

The inspectors are advised that the requirement that two carbon copies of the order accompany all requisitions, as stated in Item 3 of Memorandum No. 2(f), November 1963, no longer applies.

23

STANDARD I CERTIFICATES

The Registrar's Branch has asked that inspectors advise teachers that applications for Standard I Certificates can now be entertained. Reference should be made to Circular No. 637. Additional copies of Application Form 635 may be obtained from the Registrar's Branch.

24

SUMMER COURSES FOR INSPECTORS

If any inspector is planning to attend a summer course in 1964 this office should be informed as soon as possible in order that approval may be obtained for leave of absence. It is very difficult to deal with applications which are received after May 1.

25

TEACHING CERTIFICATES

UNIVERSITY OF OTTAWA TEACHERS' COLLEGE

In order to obtain a permanent certificate a graduate of the University of Ottawa Teachers' College is required to teach for two years successfully in a bilingual class. Neither interim nor permanent certificates held by graduates of the University of Ottawa Teachers' College are valid in classes where French is being taught to English-speaking pupils.

School boards should not expect to be granted Letters of Permission for the employment in other than bilingual classes, of graduates of the University of Ottawa Teachers' College who hold only interim certificates valid only in bilingual schools, as it is essential that these persons complete the requirements for a permanent certificate.

If the graduate of the University of Ottawa Teachers' College or Sudbury Teachers' College has passed the examinations in English Part 1, English Part 2, and Science at a Teachers' College other than these two Teachers' Colleges, the graduate will of course hold qualifications for teaching in both bilingual classes and English-speaking classes.

Any graduate of the University of Ottawa Teachers' College who holds a permanent bilingual certificate and who is teaching French to English-speaking pupils on the authority of a Letter of Permission will be required to show adequate progress toward a certificate valid in English-speaking classes, before a Letter of Permission will be granted for the following school year.

26

TERMINATION OF AGREEMENTS BETWEEN TEACHERS AND BOARDS

Under the form of agreement between a permanent teacher and a board, the board is required, when it desires to terminate the contract, to give to the teacher in writing the reason or reasons for the termination of the contract. The inspector is directed to bring this requirement to the attention of school boards regularly, and to remind them of the requirement regarding the dates of such notification.

27

TRAVELLING EXPENSES OF PROVINCIAL INSPECTORS TO THE O.E.A., 1964

The Minister of Education is pleased to announce that return railway fare and necessary expenses of provincial public and separate school inspectors to enable

them to attend the meetings of the Ontario Educational Association at Easter 1964, will be paid by the Department.

Each provincial inspector is advised that his total expenses for attendance at the O.E.A. in 1964 are to be submitted on a separate account that contains no other expenses.

28

TERMINATION OF SUSPENSION OF CERTIFICATES

The suspension of Interim Elementary-School Teacher's Certificate, Standard I, No. 4332/62 held by Harold Osborne, was terminated, effective September 3, 1963.

The suspension of Permanent First Class Certificate, No. 52809/38 held by Thomas Howard Wilson, was terminated, effective January 13, 1964.

29

CERTIFICATES SUSPENDED

Permanent First Class, No. 70193/53	held by Stanley W. P. Boyes
Permanent Elementary-School Teacher's, No. 1265-59-61,	held by Elizabeth Ann Davies
Interim Elementary-School Teacher's, Standard I, No. 336-62	held by J. C. Dennis Harrison
Permanent First Class, No. 70758/53	held by Mrs. Barbara J. Lugsdin, nee Hall
Elementary Arts and Crafts, No. 41603/52	held by Mrs. Barbara J. Lugsdin, nee Hall
Intermediate Arts and Crafts, No. 9083/53	held by Mrs. Barbara J. Lugsdin, nee Hall
Supervisor Arts and Crafts, No. 9727/54	held by Mrs. Barbara J. Lugsdin, nee Hall
Permanent Second Class, No. 68924/53	held by William Sleaver
Interim Elementary-School Teacher's, Standard 2, No. 365-63	held by Ronald B. D. Weeks
Permanent First, No. 81625/62	held by Betty Jean Woodside
Interim Elementary Arts and Crafts, No 38352/49	held by Betty Jean Woodside
Permanent Intermediate Art In. 59-164	held by Betty Jean Woodside
Permanent Art Supervisor Sup. 54-60	held by Betty Jean Woodside
Permanent Elementary-School Teacher's, No. 2830-60-62	held by Allan Herbert Zinn

G.L. Duffin

Superintendent of Elementary Education

Toronto 12, February 28, 1964

MEMORANDUM TO ALL PUBLIC SCHOOL INSPECTORS

Re: Larger Units of Administration
Bills 54 & 88 (in part)

Since it is not likely that copies of the Third Readings of the above-mentioned bills will be available for distribution for some time the following excerpts are made available, in the meantime, to public school inspectors.

Bills 54 & 88 received Third Reading on May 7, 1964 and Royal Assent on May 8, 1964.

The Public Schools Act (as amended by Bill 54)

Inspectors have already received copies of section 40 as amended and this stands, with exception of the amendment, as follows:

Subsection (11) has been added and subsequent subsections re-numbered. Subsection (11) reads thus:

Division of township into two township school areas

(11) Where a township has a population of more than 10,000 according to the municipal census for the year 1963, the Minister may divide the township into two township school areas, provided that neither area had in its public schools for the year 1963 an average daily attendance of under 300 pupils.

The following new sections are also pertinent:

Board of public school trustees for township school area

40*a*.—(1) There shall be a board of public school trustees for every township school area, which, except as provided in section 40*b*, shall consist of five members.

Where township divided into wards

(2) Where a township school area includes only the whole of one township that is divided into wards, the composition and election of the board may be that provided for a school board of an urban municipality that is divided into wards, provided that any change in the composition and election of the board shall be made in the manner provided in section 31, which section applies *mutatis mutandis*.

Board of township school area that includes urban municipality

R.S.O. 1960, c. 362

40*b*.—(1) The board of a township school area that includes one or more urban municipalities shall consist of the number of elected trustees provided for boards of education under subsections 1 to 3 of section 55 of *The Secondary Schools and Boards of Education Act*,* provided that,

(*a*) where the number of trustees is fewer than five or more than nine, the Minister, on the request of a majority of the councils of the municipalities concerned, may determine the number of trustees to be elected in each municipality and their terms of office;

(*b*) the municipality or municipalities that have more than one-half of the assessment for public school purposes in the township school area, as shown by the last revised assessment roll, shall be deemed to be a majority for the purpose of clause *a*; and

(*c*) where a part of a union school section is by section 40 included in a township school area, the part so included shall not be deemed a municipality for the purposes of subsections 1 and 2 of section 55 of *The Secondary Schools and Boards of Education Act*.*

Election of trustees

(2) Such trustees shall be elected in the manner provided for the election of members of a board of education under section 56 of *The Secondary Schools and Boards of Education Act*, which section, except subsection 2, applies *mutatis mutandis*.

***Please note the following amendment contained in Bill 88:**

R.S.O. 1960, c. 362, s. 55, subs. 1, cl. *a*, re enacted

10. Clause *a* of subsection 1 of section 55 of *The Secondary Schools and Boards of Education Act* is repealed and the following substituted therefor:

* (*a*) of less than 500 shall elect one member;

* (*aa*) of 500 or more but less than 1,000 shall elect two members.

R.S.O. 1960, c. 330, s. 45, subs. 1, re-enacted

3. Subsection 1 of section 45 of *The Public Schools Act* is repealed and the following substituted therefor:

Union school sections, formation

(1) In a county, a union school section may be formed between an urban municipality and a part or parts of one or more townships, and in such case the union shall be considered an urban municipality.

Copies of the Third Reading of Bill 54 will be sent to all Public School Inspectors as soon as they are available.

G.L. Duffin

G.L. Duffin,
Superintendent of Elementary Education

20
May
1964

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

ONTARIO
DEPARTMENT OF EDUCATION

No. 1 (f), May, 1964.

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS

Re: Curriculum 1:6 - 1964, Home Economics

This new publication is now ready for distribution to the teachers of Home Economics and one copy is enclosed for the information of each inspector.

It will be appreciated if each municipal and provincial inspector in charge will forward by return mail to this office, his request for the number of copies required for distribution to the teachers of Home Economics in the inspectorate, plus a few library copies for his office.

G. L. Duffin.......
Superintendent of Elementary Education.

Toronto 12, May 22, 1964.

------------------------------------TEAR HERE------------------------------------

To: Superintendent of Elementary Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

Please forward to this office __________ copies of Curriculum 1:6 - 1964, Home Economics.

Inspectorate: ____________________ Inspector: ____________________

Date: ____________________ Address: ____________________

____

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

ONTARIO
DEPARTMENT OF EDUCATION

No.1(d), May, 1964.

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS

Re: 1. Apportionment of Costs in TSA's
2. Biography of V.K. Greer by C.E. Stothers
3. Estimation of 1964 Grants

1. Apportionment of Costs in TSA's

The attention of provincial inspectors is directed to the provisions of Sections43 and 55 of The Public Schools Act regarding the apportionment of the annual requisition, where a township school area comprising territory in two or more municipalities is formed, or has its boundaries altered.

2. Biography of V.K. Greer by C.E. Stothers

The announcement is made that in June or July, 1964, a limited edition of A Biography of V.K. Greer by C.E. Stothers, will be published at $10.00 per copy. This publication will contain 140 pages, some plates, some photo copies, and will be mainly mimeographed. It is the result of part-time study over a period of five years, of the life and work of Dr. V.K. Greer, from 1925 to 1945, Chief Inspector and Superintendent of Elementary Education. Dr. Greer gave early leadership to the organization of the Province into Larger Units of Administration. This publication of his work has been collected from about 100 contemporaries, six newspapers, and from family records and Ministers' Reports.

This publication may be ordered from Dr. C.E. Stothers, Box 283, Islington. Sent cheque 29/6/64

3. Estimation of 1964 Grants

The inspectors are advised that the Grants Office of the Department will be unable to accept further invitations to estimate the amount of the 1964 General Legislative Grants for individual school boards that may call by telephone or in person at the Department.

The demands of the normal procedure required to process the 1964 Grant Applications make it impossible to continue this service any longer.

The inspectors are asked to assist their boards in making such estimations and calculations as are required for budget purposes.

G.L. Duffin
Superintendent of Elementary Education.

Toronto 12, May 11, 1964.

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

ONTARIO
DEPARTMENT OF EDUCATION

No.1(e), May, 1964.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Changes in Provincial and Municipal Inspectorates, Effective August 1, 1964.

A. Public Schools

1. There will be established a new inspectorate to be known as Carleton No.5, with office at Ottawa.

2. Russell No.1 will be removed from Carleton No.4 and Russell No.1 and joined with Carleton No.5 to form the new inspectorate of Carleton No.5 and Russell No.1.

3. There will be transferred from Carleton No.3 to Carleton No.5 and Russell No.1:
   RCAF Station Uplands.

4. There will be transferred from Carleton No.4 to Carleton No.5 and Russell No.1:
   City of Eastview.

5. There will be transferred from Carleton No.1 to Carleton No.4:
   Village of Rockcliffe Park.

6. There will be transferred from Lanark No.2 and Carleton No.2 to Carleton No.4:
   Townships of Goulbourn and Marlborough,
   Village of Richmond.

7. The City of Cornwall will be removed from Stormont No.1 and City of Cornwall and established as a municipal inspectorate.

8. Stormont No.1 will be added to Stormont No.2 and Glengarry No.2 renaming the inspectorate Stormont No.1 and Glengarry No.2.

9. Dufferin No.2 (Township of E. Garafraxa) will be removed from Dufferin No.2, Halton No.5, Simcoe No.8 and York No.7 and added to Wellington No.1, renaming the inspectorate Wellington No.1 and Dufferin No.2.

10. Halton No.5 (Town of Acton) will be removed from Halton No.5, Simcoe No.8 and York No.7 and added to Halton No.4 and Wentworth No.2.

11. Simcoe No.8 (Township of Adjala) will be removed from Simcoe No.8 and York No.7 and added to Simcoe No.3.

12. York No.7 (Village of Woodbridge) will be added to Peel No.2 renaming the inspectorate Peel No.2 and York No.7.

13. There will be transferred from Durham No.1 to Victoria No.1 and Peterborough No.2, renaming the inspectorate Victoria No.1, Peterborough No.2 and Durham No.3:
    Township of Manvers.

14. There will be transferred from Victoria No.1, Peterborough No.2 and Durham No.3 to Peterborough No.1 and Northumberland No.3:
    Townships of Ennismore and Smith.

15. The remaining portion of Peterborough No.2 (Twp. of Harvey) will be transferred to Victoria No.3 renaming the inspectorate Victoria No.3 and Peterborough No.2.

16. There will be transferred from Huron No.2 to Huron No.1:
    Township of Colborne.

17. There will be transferred from Oxford No.1 to Perth No.1:
    Village of Tavistock.

18. There will be transferred from Oxford No.1 to Perth No.2:
    Township of Zorra West,
    Village of Embro.

19. There will be transferred from Lambton No.1 to Lambton No.2:
    Township of Sombra.

20. There will be established a new inspectorate, to be known as Peterborough No.4, with office at Campbellford.

21. Northumberland No.4 will be removed from Hastings No.5 and Northumberland No.4, and added to Peterborough No.4, renaming the new inspectorate Northumberland No.4 and Peterborough No.4.

22. There will be transferred from Northumberland No.1 to Northumberland No.4 and Peterborough No.4:
    Townships of Percy and Seymour,
    Town of Campbellford,
    Village of Hastings.

23. There will be transferred from Peterborough No.1 and Northumberland No.3 to Northumberland No.4 and Peterborough No.4:
    Townships of Asphodel, Belmont and Methuen, and Dummer,
    Villages of Havelock and Norwood.

24. There will be transferred from Renfrew No.4 to Renfrew No.1:
    Township of Petawawa.

25. There will be established a new inspectorate to be known as Wellington No.4, Huron No.4 and Perth No.3, with office at Palmerston.

26. There will be transferred from Huron No.1 to Wellington No.4, Huron No.4 and Perth No.3:
    Township of Howick.

27. There will be transferred from Perth No.1 to Wellington No.4, Huron No.4 and Perth No.3:
    Township of Wallace,
    Town of Listowel.

28. There will be transferred from Wellington No.1 and Dufferin No.2 to Wellington No.4, Huron No.4 and Perth No.3:
    Townships of Maryborough and Minto,
    Village of Clifford,
    Towns of Harriston and Palmerston.

29. There will be transferred from Wellington No.2 to Wellington No.1 and Dufferin No.2:
    Townships of West Garafraxa and Nichol.

30. There will be transferred from Waterloo No.1 and Wellington No.3 to Wellington No.1 and Dufferin No.2:
    Village of Elora.

31. There will be transferred from Waterloo No.2 and Wellington No.4 to Wellington No.2:
    Township of Puslinch.

32. There will be transferred from Halton No.4 and Wentworth No.2 to Wentworth No.1:
    Township of West Flamborough.

33. There will be transferred from Kenora No.2 to Kenora No.1:
    S.S. No.1 Camp Robinson,
    S.S. No.1 Mutrie,
    S.S. No. 3 ,2 Wabigoon and Redvers,
    Machin T.S.A., Quibell T.S.A.

34. There will be established a new inspectorate, to be known as Nipissing No.6, with office at North Bay.

35. Parry Sound No.1 will be removed from Nipissing No.2, Parry Sound No.1 and City of North Bay and added to Nipissing No.6 renaming the new inspectorate Nipissing No.6 and Parry Sound No.1.

36. There will be transferred from Nipissing No. 2 and City of North Bay to Nipissing No.6 and Parry Sound No.1:
    Townships of Clarkson, Eddy, Jocko, Phelps, Poitras, Wyse.

37. There will be transferred from Muskoka No.1, Nipissing No.3 and Parry Sound No.2 to Nipissing No.6 and Parry Sound No.1:
    Townships of Gurd, Himsworth South, Patterson, Pringle,
    Towns of Powassan and Trout Creek.

38. There will be transferred from Nipissing No.5 to Nipissing No.6 and Parry Sound No.1:
    Township of West Ferris.

39. There will be transferred from Muskoka No.3 to Muskoka No.1, Nipissing No.3 and Parry Sound No.2:
    Townships of McLean and Stephenson.

40. There will be transferred from Parry Sound No.3 and Muskoka No.2 to Muskoka No.1, Nipissing No.3 and Parry Sound No.2:
    Township of Cardwell.

41. The remaining portion of Muskoka No.2 (Township of Freeman) will be removed from Parry Sound No.3 and Muskoka No.2 and added to Muskoka No.3.

B. Separate Schools

1. There will be transferred from Pembroke Division to Renfrew Division:
   Townships of Hagarty and Sherwood,
   Villages of Barry's Bay and Killaloe Station.

2. There will be transferred from Renfrew Division to Ottawa Division No.4
   Townships of Bagot, Fitzroy, Huntley, March,
   Village of Braeside,
   Towns of Almonte and Arnprior.

3. There will be transferred from Brockville Division to Ottawa Division No.4:
   Townships of Kitley, Goulbourn, Oxford, South Gower,
   Villages of Lanark, Richmond, Westport,
   Towns of Carleton Place, Perth, Smith's Falls.

4. There will be transferred from Ottawa Division No.6 to Ottawa Division No.4:
   City of Eastview.

5. There will be transferred from Ottawa Division No.4 to Ottawa Division No.2:
   City of Ottawa.

6. There will be transferred from Ottawa Division No.6 to Ottawa Division No.2:
   City of Ottawa.

7. There will be transferred from Belleville Division to Kingston Division:
   Townships of Adolphustown, Camden, Ernestown, Portland, Sheffield,
   Village of Bath.

8. There will be transferred from Kingston Division to Brockville Division:
   Townships of Howe Island, Kingston, Loughborough, Pittsburgh, Portland,
   Wolfe Island.

9. There will be transferred from Cornwall Division to Brockville Division:
   Township of Williamsburg,
   Villages of Chesterville, Iroquois, Morrisburg.

10. There will be transferred from Windsor Division No.3 to Windsor Division No.1:
    City of Windsor.

11. There will be transferred from Windsor Division No.4 to Windsor Division No.3:
    Town of Tecumseh.

12. There will be established a new inspectorate to be known as St. Catharines Division No.2.

13. There will be transferred from St. Catharines Division No.1 to St. Catharines Division No.2:
    Townships of Clinton, Grimsby North, Louth, Pelham, Thorold,
    Town of Grimsby.

14. There will be transferred from Niagara Falls Division to St. Catharines Division No.2:
    Townships of Niagara and Thorold.

15. There will be transferred from Welland Division to St. Catharines Division No.2:
    Townships of Bertie, Humberstone, Pelham, Willoughby, Wainfleet,
    Villages of Crystal Beach and Fonthill.

16. There will be established a new inspectorate to be known as Sudbury Division No.6, with office at Sudbury.

17. There will be transferred from Sudbury Division No.2 to Sudbury Division No.6:
        Town of Coniston,
        and the inspection of the bilingual classes in the following school of the
            City of Sudbury: Immaculee Conception, St.Conrad, St.Dominique, St.Jerome.

18. There will be transferred from Sudbury Division No.1 to Sudbury Division No.6:
        The inspection of the bilingual classes in the following schools of the City
            of Sudbury: St.Denis, St.Jean, St.Paul, St.Pierre, St.Raphael, St.Remi,
            Ste.Therese.

19. There will be transferred from Sudbury Division No.3 to Sudbury Division No.2:
        C.R.C.S.S. Blezard, Hanmer and Rayside,
        Townships of Garson, MacLennan, Noble, Norman,
        Town of Capreol.

20. There will be transferred from Sudbury Division No.3 to Sudbury Division No.6:
        Townships of Broder, Burwash, Dill.

21. Toronto Divisions Nos. 1, 2, 3, 5, 7, 8, 10 and 12 will be amalgamated to form the new Toronto Division No.1.

22. The present Toronto Division No.9 will be renamed Toronto Division No.2.

23. The present Toronto Division No.11 will be renamed Toronto Division No.3.

24. The present Toronto Division No.6 will be renamed Toronto Division No.5.

25. There will be transferred from Burlington Division to Hamilton Division:
        Towns of Milton and Oakville.

26. There will be established a new inspectorate to be known as Galt Division, with office at Galt.

27. There will be transferred from Guelph Division to Galt Division:
        Town of Hespeler,
        City of Galt.

28. There will be transferred from Kitchener Division No.2 to Galt Division:
        Town of Preston.

29. There will be transferred from Brantford Division to Galt Division:
        Town of Paris.

30. There will be transferred from London Division No.2 to Galt Division:
        Village of Beachville,
        Towns of Ingersoll and Woodstock.

31. There will be transferred for administrative purposes only from Sault St. Marie Division No.2 to Elliot Lake Division:
        R.C.S.S. No.1 Shedden.

G. L. Duffin
Superintendent of Elementary Education.

Toronto 12, May 22, 1964.

ONTARIO
DEPARTMENT OF EDUCATION

No. 1(c), May, 1964.

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Forms for use where transportation is supplied by Elementary School Boards

A copy of Form T8 - Instructions re Transportation which has been revised for 1964-65 is enclosed. Please note changes in rates for pupils transported to secondary schools.

Form T1, reprinted without revision, and Forms T9, T11 and G16, revised to conform with new rates, continue in use.

Kindly complete and return the order form which is below, for your supply for the school year 1964-65.

Old forms, with the exception of Form T1, should be destroyed.

G. L. Duffin
Superintendent of Elementary Education.

May 11, 1964.

-----Tear here-----

1964.

Superintendent of Elementary Education,
Department of Education,
44 Eglinton Ave. W., Toronto 12, Ontario.

Dear Sir:

Kindly forward the following forms:

Quantity	Form
	T1 - Agreement for Transportation
	T8 - Instructions re Transportation
	T9 - List of Pupils
	T11 - Summary of Routes
	G16 - Application for Approval of Transportation

Yours truly,

Inspectorate.............................. Inspector........................

Address........................

ONTARIO
DEPARTMENT OF EDUCATION

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO INSPECTORS IN THE TERRITORIAL DISTRICTS OF ALGOMA, COCHRANE, NIPISSING, SUDBURY AND TIMISKAMING

Re: Boy Scouts

Mr. John Brugman who is in charge of the Boy Scouts of Canada, 9 Jackes Street, Toronto 7 is interested in securing applications from boys who wish to become enrolled as Lone Scouts in the Territorial Districts of Algoma, Cochrane, Nipissing, Sudbury and Timiskaming. He is planning to write to the secretaries of the small schools in these territorial districts. The school boards concerned may be interested in permitting the principals to distribute this information to the older boys in the school.

G.L. Duffin
Superintendent of Elementary Education.

August 28, 1964.

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO PROVINCIAL ELEMENTARY SCHOOL INSPECTORS

Re: Vacation Leave of Absence

1. It is important that the inspectors arrange to take their vacation leave during the summer months of July and August when the schools are closed so that their absence from their inspectorates will not interfere with the operation of the schools.

2. The inspectors are asked to ensure that when they are absent on vacation, adequate arrangements are made for the handling of mail, enquiries from the public, and emergencies. Where more than one inspector occupies one office it would seem that arrangements may be easily made. Where an inspector is alone in an office, it is suggested that his secretarial assistant should be on duty and that arrangements should be made for a nearby inspector to be called in case of emergency.

3. It will no longer be necessary for an inspector to advise the Department by letter of his arrangements for his annual vacation. Instead, each inspector is asked to complete one copy of the enclosed Holiday Information Sheet and to forward it to this office as soon as possible. It will not be acknowledged.

4. This form is now required from each provincial inspector regardless of whether he has written about his 1964 vacation and received an acknowledgement of his letter.

5. The above arrangements apply for normal vacation periods during July and August. Any other arrangements must be handled by letter addressed to this office.

6. Each provincial inspector is advised that his personal attendance register for the month in question should record accurately his vacation period by dates.

G.L. Duffin
Superintendent of Elementary Education.

June 19, 1964.

1964 - HOLIDAY INFORMATION SHEET

Name of Inspector: ....

Name of Inspectorate: ....

Holiday Period: ....

....

....

Office Arrangements

Name of secretarial assistant: ....

Office Phone No.: ....

Home Phone No.: ....

Name of inspector temporarily in charge: ....

Office Phone No.: ....

Home Phone No.: ....

....
Signature of Inspector

....
Date

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

ONTARIO
DEPARTMENT OF EDUCATION

No.1(g), May, 1964.

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS

Re: Grade 8 Mathematics

Curriculum I.12B (Grade 8 Mathematics) has been approved and is now being printed. In due course, sufficient copies will be sent to each inspector for distribution to the schools of his inspectorate.

Because this course may not be used until the pupils concerned will have successfully completed Curriculum I.12A, it will not ordinarily be used in the schools until September of 1965. Hence distribution before that date is for information and study only.

Your attention is, however, directed to a special Grade 8 option provided in the approval which may become effective in September of 1964. This option is stated as follows in the new course now being printed.

"2. Where Curriculum I:1 (1951) has been followed in Grade 7, either of the following options may be chosen in Grade 8:

- (a) Curriculum I:1 (1951), pages 151 to 157
- (b) Curriculum I.12A, and the following additional topics:
  - (i) The circle (details from Curriculum I:1 page 156 or from Unit 6 of I.12B).
  - (ii) The metric system (details from Curriculum I:1, page 156 or from Unit 6, part 4 of I.12B).
  - (iii) Further practical problems applying per cent or ratio (details from Curriculum I:1, page 155 or from part 2 of Unit 5 of I.12B).

Notes on Option 2 (b)

1. This option may be chosen only in the year when new approach mathematics is being introduced into a school.
2. Having covered the Grade 7 Mathematics Course in Curriculum I:1 (1951), pupils will have studied some aspects of fraction and decimal notation, and of measurement as outlined in Curriculum I.12A. As a result, there will be time in Grade 8 to cover all of Curriculum I.12A and the three additional topics noted in section 2 (b) above.
3. It should be noted that those who have followed this option will, at the end of their Grade 8 year, have covered all of the Grade 7 and Grade 8 topics in Curriculum I:1."

As this option may affect the planning for September of 1964 and the purchase of textbooks for that time, inspectors are requested to bring this matter to the attention of schools as soon as possible.

G.L. Duffin
Superintendent of Elementary Education.

Toronto 12, May 13, 1964.

Form T8
6M - 64 - 151
Instructions
re Transportation

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO INSPECTORS OF ELEMENTARY AND SECONDARY SCHOOLS AND SECRETARIES OF SECONDARY-SCHOOL BOARDS.

INSTRUCTIONS RE TRANSPORTATION AGREEMENTS FOR THE SCHOOL YEAR — SEPTEMBER — 1964 — JUNE 1965

1. Agreement Form T1

(1) Copies of the Agreement are to be prepared as follows:
One copy for the operator, one copy for each School Board concerned, and one copy for each elementary school inspector concerned.

(2) Do not forward a copy of the Agreement to the Department of Education unless you are requested to do so.

(3) Agreements should be made on a school year basis. A Secondary School Board may, with the approval of the Ontario Municipal Board, make an agreement for a longer period, not exceeding five years.

(4) The secretary of the School Board will identify each agreement and route with a number.

2. (a) Report of Pupils Transported — Form T9

This form is to be completed by the secretary of the Board that supplies the transportation and the principal of the school to which the pupils are transported. The principal will record the shortest distance by road from the school to each child's home, not the distance that he travels on the bus, and the name of each pupil who was enrolled and for whom transportation was supplied during the month of September and where a route is established after September for the first month that the route was in operation.

(b) Summary of Transportation Routes — Form T11

The elementary-school inspector shall complete this form in **duplicate** and attach **one** copy to the copy of Form G16 which is to be forwarded to the Department. The secretary of the Secondary School Board shall complete this form in **triplicate** and forward **two** copies to the Department along with form G16.

Where the Board operates the vehicle insert an **estimated** cost per day for each route.

3. Application for Approval — G16

Prepare one application for each board for each school year summarizing all of the transportation provided by the Board for all routes that operate in September. Prepare additional applications for additional pupils on new routes that commence later than September during the school year. The elementary school inspector will identify each application for a Board in his inspectorate with a number.

In the case of a Secondary-School Board, the secretary will complete **four** copies of Form G16. He will send **three** copies of this form to the Department of Education along with the List of Pupils for the agreements that are reported on Form G16. Upon approval, one copy of Form G16 will be returned to the secretary.

In the case of elementary schools, the inspector will complete **three** copies of Form G16 and forward **two** copies of this form to the Department of Education along with the List of Pupils for the agreements that are reported on Form G16. One copy will be returned to the inspector. The inspector will send a copy of the approval to each school board concerned.

4. The Approval of the maximum cost of transportation that will be eligible for grant.

(1) One copy of the application will be returned to the inspector or to the secretary of the secondary school board by the Department after approval has been granted.

(2) Approvals will be given on a school year basis.

(3) The Department does not approve a transportation contract. It establishes a maximum on the approved cost of transportation that will be eligible for grant in each school term for each board. The maximum depends upon the distance that each child who is transported resides from the school which he attends.

5. Conditions of Approval

The cost of transportation is approved for purposes of legislative grant on condition that:

(a) any vehicles used for the transportation of pupils are properly licensed;

(b) the operator meets in all respects the requirements of the Highway Traffic Act, The Public Vehicles Act and the regulations thereunder;

(c) The operator has forwarded to the inspector, in the case of Elementary-School Boards, or to the secretary, in case of Secondary-School Boards, proof of having had a chest x-ray taken as provided in Circular X-Ray: 1;

(d) parents, who are resident, have not contributed except by taxation;

(e) the motor vehicle used is a passenger car, station wagon, bus, or other motor vehicle which has been designed and built by the manufacturer for the conveyance of passengers.

6. General Provisions

(1) Identify each permanently crippled child by the word "orthopaedic". If he resides within two miles of an elementary school classify him as one who resides two miles from school. It should be noted that an elementary school pupil for whom an orthopaedic unit has been approved by the Auxiliary Education Division should not be listed on Form T9 since he will not be travelling by a school bus. Since there is no provision for orthopaedic units for a secondary school board, the transportation of permanently disabled students who are transported by a secondary school board will be approved at a maximum of two dollars per day.

(2) Where a pupil rides on two or more vehicles or a feeder route he shall be counted only once and the distance will be the shortest distance from home to the main bus line and the shortest distance from the point of pick up on the main line to school.

(3) The approved cost per month for regular transportation will be 20 times the approved cost per day; and, for Industrial Arts and Home Economics, 4 times the approved cost per day. If the service is for part of a school term, the number of days that the service will be given shall be stated.

(4) Report the use of a boat or a snowmobile on a route under the space for comments on Form G16.

7. **Calculations of the maximum approved cost of transportation that will be eligible for grant.**

The maximum approved cost of transportation for a board will be determined by applying the following rates to the pupils who are transported during the first month that the pupils were transported to the school in the current school year. The maximum approved cost is given in cents per pupil per school day.

<table>
<tr><th colspan="4">Schedule 1 — Transportaion under contract with an operator or by payment of a fare</th></tr>
<tr><th>Shortest distance from home to school (Classify an orthopaedic pupil as residing more than 2 miles from school)</th><th>Pupils residing in an urban municipality with a population of 5000 or more or in a township with a population of 50,000 or more</th><th>Pupils residing in a rural or an urban municipality located in a county except those in municipalities designated in column 2</th><th>Pupils residing in a territorial district except those in municipalities designated in column 2</th></tr>
<tr><th>Col. 1</th><th>Col. 2</th><th>Col. 3</th><th>Col. 4</th></tr>
<tr><td>Less than 2 miles</td><td>—</td><td>10</td><td>10</td></tr>
<tr><td>2 miles but less than 4</td><td>25</td><td>30</td><td>35</td></tr>
<tr><td>4 miles but less than 6</td><td>25</td><td>50</td><td>55</td></tr>
<tr><td>6 miles but less than 9</td><td>25</td><td>70</td><td>75</td></tr>
<tr><td></td><td colspan="3">Rates for 9 miles but less than 25 apply to elementary-school pupils residing in territorial districts and to secondary-school pupils.</td></tr>
<tr><td>9 miles but less than 12</td><td>25</td><td>80</td><td>85</td></tr>
<tr><td>12 miles but less than 25</td><td>25</td><td>90</td><td>1.00</td></tr>
<tr><td></td><td colspan="3">Rates for 25 miles or more apply to secondary-school pupils only.</td></tr>
<tr><td>25 miles but less than 35</td><td>25</td><td>90</td><td>1.15</td></tr>
<tr><td>35 miles but less than 45</td><td>25</td><td>90</td><td>1.30</td></tr>
<tr><td>45 miles or more</td><td>25</td><td>90</td><td>1.50</td></tr>
<tr><th colspan="4">Schedule 2 — Transportation in a vehicle owned by the School Board</th></tr>
<tr><td>Less than 2 miles</td><td>—</td><td>10</td><td>10</td></tr>
<tr><td>2 miles but less than 4</td><td>25</td><td>25</td><td>30</td></tr>
<tr><td>4 miles but less than 6</td><td>25</td><td>35</td><td>40</td></tr>
<tr><td>6 miles but less than 9</td><td>25</td><td>45</td><td>50</td></tr>
<tr><td></td><td colspan="3">Rates for 9 miles but less than 25 apply to elementary-school pupils residing in territorial districts and to secondary-school pupils only.</td></tr>
<tr><td>9 miles but less than 12</td><td>25</td><td>55</td><td>60</td></tr>
<tr><td>12 miles but less than 25</td><td>25</td><td>65</td><td>70</td></tr>
<tr><td></td><td colspan="3">Rates for 25 miles or more apply to secondary-school pupils only.</td></tr>
<tr><td>25 miles but less than 35</td><td>25</td><td>65</td><td>85</td></tr>
<tr><td>35 miles but less than 45</td><td>25</td><td>65</td><td>1.00</td></tr>
<tr><td>45 miles or more</td><td>25</td><td>65</td><td>1.25</td></tr>
</table>

8. **Apportioning costs between Boards, vehicles, trips, and various purposes.**

    (1) Where more than one Board is concerned in the contract, the apportionment of the cost and of the pupils among the Boards concerned shall be indicated on the contract.

    (2) Where more than one vehicle is used to fulfil the contract, the number of pupils and the mileage for each vehicle shall also be indicated.

    (3) Where more than one trip is made with one vehicle during any half day, each trip shall constitute a route and the mileage and pupils shall be recorded for each route separately.

    (4) Where a Board furnishes transportation to elementary and secondary schools, the actual and approved cost shall be divided on the basis of the pupils transported to each type of school unless satisfactory reasons are given for some other apportionment.

9. **Reimbursement of the cost of transporting elementary-school pupils who reside outside a school section or separate-school zone in the territorial districts.**

The number of these pupils and the cost of transporting them shall be shown on a separate application form. Where the approved cost is not equal to the total cost, the School Board may by agreement charge the balance of the cost to the parent, who in this case pays no school tax. Form G92 is to be used in applying for reimbursement to the board of the approved cost of transportation.

10. The approved cost of a school bus purchased by a board.

Expenditures made from the current funds or debentures for the purchase of buses may be approved up to the lesser of the actual cost or an amount equal to $155 multiplied by the seating capacity of the bus. The seating capacity for pupils is calculated at thirteen inches per pupil. The trade-in allowance of a used vehicle is deductible. Tenders stating the specification of the vehicle(s) should be called. The approval of the expenditure should be secured from the Deputy Minister before the purchase is made. The term of a debenture issued for the purchase of a bus should not exceed five years.

11. Notes for School Boards.

(1) The secretary of the school board is advised to keep a record of the driver and vehicle except in the case of chartered public routes.

Driver — Name, address, phone, date of x-ray, endorsed chauffeur's license and salary if the driver is employed by the board.

Vehicle — Make, model, year, seating capacity, vehicle licence no., school bus licence no., amount of liability insurance carried, examiner for mechanical fitness, date of examination every six months.

If the vehicle is owned by the board, record the mileage daily and the expenditures for gas, oil, tires, insurance and repairs.

(2) The privilege of operating a new school bus route and the transfer of that privilege to another operator is controlled by the Ontario Highway Transport Board. Therefore, a School Board should reconsider each of its transportation agreements not later than June 30th each year and provide for any necessary change in the operation for the next school year.

(3) The School Board should take an active interest in safety. This includes the condition of the vehicles, the reliability of the operator, and the discipline of the pupils. The Board and the operator should be familiar with The Public Vehicles Act and the Regulations thereunder.

(4) A film entitled "Safety on our School Bus" is available on loan, free of charge from the Audio-Visual Branch of the Department of Education, 559 Jarvis St., Toronto.

(5) Every possible effort should be made to arrange routes so that no pupil will have to walk more than one mile to the bus or to ride a total of more than twenty-five miles from his home to school.

(6) A School Board is advised to secure liability insurance because it is possible that a board might be charged as a master if the court considers that the operator of the vehicle is acting as a servant of the board and an accident occurs in which a pupil is injured on the way to or from school.

12. Notes for operators.

(1) The contractor shall secure a School Bus Operating Licence and a School Bus Vehicle Licence for each vehicle from the Motor Vehicles Branch of the Department of Transport, Parliament Buildings, Toronto 2, Ontario This does not apply on a licensed route for a company that holds a public commercial vehicle license for that route.

(2) A driver of a school bus is required to hold a chauffeur's licence endorsed by the Department of Transport for the operation of a school bus.

(3) The Motor Vehicles Branch of the Ontario Department of Transport requires a certificate of mechanical fitness of the vehicle to be used by the operator to be signed by an authorized licensed mechanic who examined the vehicle. This certificate is required at the time that the licence is issued or renewed and again six months thereafter.

H. E. Elborn
Deputy Minister of Education

W. R. Stewart
Deputy Minister of Education

Toronto, May, 15 1964.

Form 31-1200-July 64-2617

ONTARIO

DEPARTMENT OF EDUCATION
ELEMENTARY EDUCATION BRANCH

Departmental Officials

G. L. Duffin, B.A., M.Ed.	Superintendent	44 Eglinton Ave. W., Toronto 12	365-5371
R. F. Bornhold, B.A., M.Ed.	Assistant Superintendent	44 Eglinton Ave. W., Toronto 12	365-2604
W. G. Chatterton, B.A., B.Paed.	Assistant Superintendent	44 Eglinton Ave. W., Toronto 12	365-2636
R. H. Field, B.A., M.Ed.	Assistant Superintendent	44 Eglinton Ave. W., Toronto 12	365-2637
T. H. Houghton, B.A., M.Ed.	Assistant Superintendent	44 Eglinton Ave. W., Toronto 12	365-2679
J. H. Kennedy, B.A.	Assistant Superintendent	44 Eglinton Ave. W., Toronto 12	365-2637
R. J. McNaughton, B.A., B.Paed.	Assistant Superintendent	44 Eglinton Ave. W., Toronto 12	365-2636
B. E. Michaud, B.A., B.Paed.	Assistant Superintendent	44 Eglinton Ave. W., Toronto 12	365-5380
C. P. O'Neill, M.A.	Assistant Superintendent	44 Eglinton Ave. W., Toronto 12	365-2652
W. C. VanderBurgh, B.A., B.Paed.	Assistant Superintendent	44 Eglinton Ave. W., Toronto 12	365-5372
J. C. Wilker, B.A., B.Paed.	Assistant Superintendent	44 Eglinton Ave. W., Toronto 12	365-2604
N. Bennet-Alder, B.A.	Director of French for English-speaking classes	44 Eglinton Ave. W., Toronto 12	365-2679
Robert Gauthier, B.A., D.Paed., F.R.S.C.	Director of French Instruction	44 Eglinton Ave. W., Toronto 12	365-5380
Miss B. J. Smith, B.A., B.L.S.	Director, Elementary School Library Services	44 Eglinton Ave. W., Toronto 12	365-2652

INSPECTORATES AND INSPECTORS — SEPTEMBER, 1964

PUBLIC SCHOOL INSPECTORS
(MUNICIPAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS	PHONE No.
Barrie	A. G. McKay, B.A., B.Paed., Supt. of Public Schools	Public School Board, P.U.C. Building, 15 Bayfield St., Barrie	728-3688
Belleville	L. A. Kells, B.A., B.Paed., Supt. of Public Schools J. M. Cousins, B.A., M.Ed.	Public School Board, 208 Bridge St. E., Box 381, Belleville	WO. 8-9109
Brantford	R. N. MacLeod, B.A., M.Ed., Supt. of Public Schools R. L. MacLeod, B.A., M.Ed. R. M. Waghorn, B.A., M.Ed.	Board of Education, Central School, 60 Sheridan St., Brantford	756-6301
Chatham	J. G. Griffith, B.A., B.Paed., Director of Education H. C. Henry, B.A., M.Ed., Supt. of Public Schools	Board of Education, 93 William St. N., Box 1000, Chatham	354-3770
Cornwall	A. E. Kelley, B.A., M.Ed.	Box 157, Cornwall	WE. 2-7710
Essex No. 5 (Sandwich West T.S.A. "A")	J. C. Judge, B.A., M.Ed.	1399 Grand Marais Rd. W., Windsor	969-3380
Fort William	J. O. Lees, B.A., B.Ed., Supt. of Public Schools A. E. Gray, B.A., M.Ed.	Board of Education, 400 Catherine St., Fort William	622-2450
Galt	J. M. Porter, M.A., Director of Education E. W. Young, B.A., M.Ed., Supt. of Public Schools	Board of Education, Box 520, Galt	621-4860
Guelph	F. A. Hamilton, B.A., B.Paed., Director of Education G. J. Goman, B.A., M.Ed., Supt. of Public Schools D. W. Franks, B.A., M.Ed.	Board of Education, 385 Woolwich St., Guelph	822-4420
Halton No. 2 (Oakville Board of Education)	A. E. Robinson, B.A., Director of Education W. K. M. Armstrong, B.A., M.Ed., Supt. of Public Schools K. O. Carson, B.A., M.Ed. A. J. Fish, B.A., B.Paed. J. K. Graham, B.A., M.Ed.	Board of Education, 2324 Seventh Line N., Oakville	845-3662
Halton No. 3 (Burlington Board of Education)	J. W. Singleton, B.A., B.Ed., Director of Education D. S. Lawless, B.A., M.Ed., Supt. of Public Schools D. B. Deacon, B.A., B.Ed. D. R. Kemp, B.A., M.Ed. J. B. Mitchell, B.A., M.Ed.	Board of Education, 2050 Guelph Line, Box 505, Burlington	634-1856

PUBLIC SCHOOL INSPECTORS (Continued)
(MUNICIPAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS	PHONE No.
Hamilton	G. E. Price, M.A., LL.D., Director of Education J. W. VanLoon, B.A., B.Paed., Supt. of Public Schools P. W. Diebel, M.A., B.Paed. G. R. Force, B.A., B.Paed. L. A. Freeman, B.A., B.Paed. G. J. Patterson, B.A., B.Paed. L. E. Rouse, B.A., B.Paed. W. A. Tindale, B.A., B.Paed.	Board of Education, 357 Hunter St. W., Hamilton	527-3811
Kingston	A. C. Ritter, B.A., B.Paed., Director of Education H. C. Hunter, B.A., B.Paed.	Board of Education, 329 Johnson St., Kingston	546-2295
Kitchener	R. M. Buie, B.A., B.Paed., Supt. of Public Schools R. W. MacLean, B.A., B.Paed. H. R. Mark, B.A., B.Paed. L. B. Thompson, B.A., B.Ed.	Public School Board, Victoria School, Joseph St., Kitchener	SH. 3-0224
London	W. D. Sutton, B.A., B.Paed., Director of Education J. N. Given, B.A., M.Ed., Supt. of Public Schools M. W. Chalmers, B.A., B.Paed., Asst. Supt. of Public Schools H. G. McTaggart, B.A., M.Ed. D. W. Reader, B.A., M.Ed. C. W. Roberts, B.A., M.Ed. G. S. Sleightholm, M.A., M.Ed. J. E. Townshend, B.A., M.Ed.	Board of Education, P.O. Box 2873, Terminal A, London	433-1781
Metropolitan Toronto No. 1 (Etobicoke)	K. F. Prueter, B.A., B.Paed., Ed.D., Supt. of Public Schools J. J. Londerville, M.A., M.Ed., Asst. Supt. of Public Schools L. W. Smith, B.A., Asst. Supt. of Public Schools P. W. Buddenhagen, B.A., B.Paed. H. C. MacCorkindale, B.A., B.Paed. D. J. Rutherford, B.A., B.Paed. J. F. Stinson, B.A., M.Ed. A. M. Turner, B.A., M.Ed.	Etobicoke Board of Education, 540 Burnhamthorpe Rd., Etobicoke	233-1291
Metropolitan Toronto No. 3 (Leaside)	M. W. Holmes, B.A., M.Ed., Supt. of Public Schools	Leaside Board of Education, 200 Hanna Rd., Toronto 17	485-4491
Metropolitan Toronto Nos. 4, 5, 6 (Lakeshore District) (Long Branch, Mimico, New Toronto)	A. G. Gillespie, B.A., B.Paed., Supt. of Public Schools	Lakeshore District Board of Education, 71 Second St. N., New Toronto Toronto 14	CL. 9-8477
Metropolitan Toronto No. 7 (Scarborough)	A. S. Taylor, B.A., M.Ed., Director of Education F. S. Cooper, B.A., B.Paed., Supt. of Public Schools J. J. Henderson, B.A., B.Paed., Asst. Supt. of Public Schools L. A. Code, B.A., M.Ed. B. L. Davidge, B.A., M.Ed. R. A. Jobb, B.A., M.Ed. W. F. Koerber, B.A., D.Paed. C. S. Lougheed, B.A., M.Ed. J. K. Phillips, B.A., M.Ed. H. A. Scott, B.A., M.Ed. J. W. Soloman, B.A. J. D. Toogood, B.A.	Scarborough Board of Education, 2472 Eglinton Ave. E., Scarborough	266-3111
Metropolitan Toronto No. 9 (City of Toronto)	Z. S. Phimister, B.A., B.Paed., LL.D., Director of Education N. A. Sweetman, B.A., B.Paed., Supt. of Public Schools R. S. Godbold, B.A., B.Paed., Asst. Supt. of Public Schools R. E. Jones, B.A., B.Paed., Asst. Supt. of Public Schools M. K. MacDonald, B.A., B.Paed., Asst. Supt. of Public Schools J. W. Adair, B.A., M.Ed. J. E. Laughlin, B.A., B.Paed. J. M. McEachern, B.A., B.Paed. C. W. Maedel, B.A., B.Paed. R. R. Paterson, B.A., B.Paed. W. J. Redford, B.A., B.Paed. G. Varty, B.A., B.Paed. H. E. Whitley, B.A., B.Paed.	Toronto Board of Education, 155 College St., Toronto 2B	362-4931

PUBLIC SCHOOL INSPECTORS (Continued)
(MUNICIPAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS	PHONE No.
Metropolitan Toronto No. 11 (York)	J. D. Hanmer, B.A., B.Paed., Supt. of Public Schools C. D. Cuthbert, B.A., B.Paed. G. A. Trusler, B.A., B.Paed. V. A. Wilcox, B.A.	York Board of Education, 2 Trethewey Dr., Toronto 15	763-2271
Metropolitan Toronto No. 12 (York East)	D. A. Morrison, B.A., M.Ed., Director of Education K. H. D. Hall, B.A., B.Paed., Supt. of Public Schools	East York Board of Education, 670 Cosburn Ave., Toronto 6	421-4200
Metropolitan Toronto No. 13 (York North)	F. W. Minkler, B.A., D.Paed., Director of Education H. R. Partlow, B.A., D.Paed., Supt. of Public Schools A. E. Gillies, B.A., B.Paed., Asst. Supt. of Public Schools G. A. Noble, B.A., B.Paed., Asst. Supt. of Public Schools D. L. Bornhold, B.A., B.Paed. G. G. Gardiner, B.A., B.Paed. W. F. Lavender, B.A., M.Ed. W. J. McIntosh, M.A., D.Paed. H. G. Schuknecht, B.A., M.Ed. L. C. Sutherland, B.A., B.Paed. C. E. Watson, B.A., B.Ed. P. D. Windrim, B.A., B.Paed.	North York Board of Education, 15 Oakburn Cres., Willowdale	225-4661
Niagara Falls	R. A. McLeod, B.A., B.Paed., Director of Education J. R. Thompson, B.A., M.Ed. D. G. Warren, B.A., M.Ed.	Board of Education, 1773 Drummond Rd., Niagara Falls	358-5771
Ontario No. 5 (Pickering T.S.A. No. 2)	K. D. Munroe, B.A., M.Ed., Supt. of Public Schools	c/o West Rouge School, 401 Friendship Ave., West Hill	282-8352
Oshawa	C. M. Elliott, M.A., B.Paed., Ed.D., Supt. of Public Schools T. J. Heath, B.A., B.Paed. W. J. MacDonald, B.A., B.Paed.	Board of Education, 555 Rossland Rd. W., Oshawa	728-1644
Ottawa	W. T. MacSkimming, M.A., B.Paed., Supt of Public Schools H. A. Christie, B.A., B.Com., B.Paed. A. P. Hanwell, B.Sc., M.Ed. J. R. Linn, B.A., D.Paed. G. Peacock, B.A., M.Ed. P. H. Seymour, B.A., B.Paed. C. B. Storr, M.A., B.Ed., Ph.D. M. R. VanLoon, B.A., B.Paed.	Public School Board, 330 Gilmour St., Ottawa 4	237-0200
Peel No. 3 (Brampton Public School Board)	G. T. Hackett, B.A., M.Ed., Supt of Public Schools	Public School Board, 18 Alexander St., Brampton	451-2744
Peel No. 4 (Toronto Township Board of Education)	J. A. Turner, B.A., Director of Education A. Cummins, B.A., M.Ed., Supt. of Public Schools R. D. Barber, B.A., M.Ed. T. M. Martin, B.A., B.Paed. R. F. Thomas, B.A., M.Ed.	Board of Education, 90 Dundas St. W., Cooksville	279-6010
Peterborough	E. P. Ray, M.A., Ph.D., Director of Education D. J. Hynes, B.A., B.Paed., Supt. of Public Schools J. G. Nichols, B.A., B.Paed.	Board of Education, Box 719, Peterborough	742-7771
Port Arthur	G. P. Dalzell, M.A., B.Paed., Director of Education F. C. MacDonald, B.A., M.Ed., Supt. of Public Schools	Board of Education, Central School, Port Arthur	344-9151
St. Catharines	M. F. Pummell, B.A., B.Paed., Director of Education E. I. McCulley, B.A., Supt. of Public Schools R. S. Lawless, B.A., M.Ed. J. M. Telford, B.A., B.Paed.	Board of Education, 112 Oakdale Ave. St. Catharines	684-8701
St. Thomas	R. W. Timms, B.A., M.Ed. Supt. of Public Schools	Public School Board, 870 Talbot St., St. Thomas	633-0080
Sarnia	W. Rogers, B.A., B.Paed., Director of Education H. F. Froud, B.A., B.Paed., Supt. of Public Schools B. A. McPhedran, B.A., B.Paed.	Board of Education, 190 Wellington St., Sarnia	DI. 4-3634
Sault Ste. Marie	R. S. Derby, B.A., B.Paed., Director of Education A. H. McGrigor, B.A., B.Paed.	Board of Education, 644 Albert St. E., Sault Ste. Marie	AL. 6-7466

PUBLIC SCHOOL INSPECTORS (Continued)
(MUNICIPAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS	PHONE No.
Stratford	J. L. Bowers, B.A., M.Ed. Supt. of Public Schools	Board of Education, 84 Ballantyne Ave., Stratford	271-0930
Sudbury	E. G. Higgins, B.A., B.Paed., Supt. of Public Schools G. E. Cowan, B.A., M.Ed.	Public School Board, 289 Cedar St., Sudbury	674-8368
Waterloo	W. S. Hougham, B.A., M.Ed., Supt. of Public Schools	124 King St. N., Waterloo	744-5251
Welland	H. K. Fisher, B.A., M.Ed., Supt. of Public Schools H. Hempstead, B.A., M.Ed.	Welland Board of Education, 636 King St., Welland	732-7513
Wentworth No. 4 (Saltfleet T.S.A.)	J. W. Pell, B.A., M.Ed.	11 Memorial Ave., Stoney Creek	662-6014
Windsor	T. C. White, B.A., B.Paed., LL.D., Director of Education C. R. MacLeod, B.A., B.Paed., Supt. of Public Schools G. Budd, B.A., M.Ed. G. F. Mann, B.A., M.Ed.	Board of Education, 451 Park St. W., Windsor	256-7831
Woodstock	H. W. Hedley, B.A., D.Paed., Supt. of Public Schools	Board of Education, Central Senior School, Woodstock	539-1151
York No. 5 (Vaughan T.S.A.)	D. R. MacDonald, B.A., B.Paed., Supt. of Public Schools	Municipal Offices, Maple	AV. 5-4826
York No. 6 (Richmond Hill Public School Board)	G. S. McIntyre, B.A., B.Paed., Supt. of Public Schools	Municipal Offices, 56 Yonge St. N., Richmond Hill	884-4439

PUBLIC SCHOOL INSPECTORS — COUNTIES
(PROVINCIAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS	PHONE No.
Brant No. 1	J. C. Webster, B.A., B.Paed. J. Fransen, B.A., M.Ed.	Court House, Brantford	752-7341
Bruce No. 1	W. S. MacInnes, B.A., M.Ed.	Walkerton	881-1720
Bruce No. 2 and Grey No. 5	A. W. Smith, B.A., M.Ed.	715 Second Ave. E., Owen Sound	FR. 6-3900
Bruce No. 3	T. K. Waldie, B.A., M.Ed.	Box 520, Walkerton	881-1720
Carleton No. 1	R. K. Vogan, B.A., B.Paed.	320½ Richmond Rd., Ottawa 3	725-3138
Carleton No. 3	C. A. Rath, B.A. D. R. Sturgeon, B.A., B.Ed.	320½ Richmond Rd., Ottawa 3	725-3138
Carleton No. 4	I. G. Jones, B.A.	320½ Richmond Rd., Ottawa 3	725-3138
Carleton No. 5, Russell No. 1 and City of Eastview	A. V. Vincent, B.A., B.Paed.	320½ Richmond Rd., Ottawa 3	725-3138
Dufferin No. 1	C. W. Gabel, B.A., B.Paed.	21 Mill St., Orangeville	941-1630
Dundas No. 1	H. O. Knapper, B.A., M.Ed.	Box 518, Winchester	774-2514
Durham No. 1	E. J. D. Webster, B.A., B.Paed.	Box 1139, Bowmanville	623-3941
Durham No. 2	C. A. Holmes, B.A., B.Paed.	5 Queen St., Port Hope	885-5162
Elgin No. 1	A. D. McColl, B.A.	24 Wellington St., St. Thomas	631-0393
Elgin No. 2	R. E. Rawlings, B.A., B.Paed.	24 Wellington St., St. Thomas	631-5560
Essex No. 1	F. A. Leitch, B.A., M.Ed.	Box 1000, Essex	776-8221
Essex No. 2	W. R. Quance, B.A., B.Ed.	Box 1000, Essex	776-8221
Essex No. 3	C. R. Crawford, B.A., B.Paed.	Box 781, Kingsville	733-2380
Essex No. 4	W. F. Hampton, B.A., B.Ed.	1448 Tecumseh Rd. E., Windsor	256-5761
Essex No. 11	†*R. E. Rancourt, B.A., B.Ed.	Post Office, Belle River	87
Frontenac No. 1 and Addington No. 1	V. R. Reid, B.A., B.Ed.	Sharbot Lake	135
Frontenac No. 2	J. E. Horton, B.A., B.Paed.	16 Bath Rd., Kingston	548-4898
Frontenac No. 3 and Lennox No. 2	A. F. Watts, B.A., M.Ed.	16 Bath Rd., Kingston	548-4898
Glengarry No. 1 and Prescott No. 1	H. S. Barber, B.A., B.Ed.	Box 1236, Cornwall	WE. 3-3062
Glengarry No. 11 and Prescott No. 13	†*J. A. A. Deschamps, B.A.	Box 549, Alexandria	173
Grenville No. 1	W. H. Knisley, B.A., M.Ed.	Prescott	925-3176
Grey No. 1 and City of Owen Sound	W. D. A. McCuaig, B.A., M.Ed.	715 Second Ave. E., Owen Sound	FR. 6-6087
Grey No. 2	L. W. Clark, B.A., M.Ed.	715 Second Ave. E., Owen Sound	FR. 6-4082
Grey No. 3	W. G. Rae, B.A., B.Paed.	Hanover	364-1626
Haldimand No. 1	T. R. Brown, B.A., M.Ed.	Caledonia	RO. 5-2655

PUBLIC SCHOOL INSPECTORS — COUNTIES (Continued)
(PROVINCIAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS	PHONE No.
Haliburton No. 1, Peterborough No. 3 and Victoria No. 2	N. E. Ward, B.A., M.Ed.	Box 157, Minden	293
Halton No. 1	O. G. McDowell, B.A.	Box 448, Milton	878-6033
Halton No. 4 and Wentworth No. 2	W. L. McNeil, B.A., B.Paed.	Box 27, Milton	878-6033
Hastings No. 1, Nipissing No. 4 and Haliburton No. 2	R. J. Linton, B.A., M.Ed.	Box 160, Bancroft	180
Hastings No. 2 and Prince Edward No. 2	R. A. Dunsmore, B.A., M.Ed.	379 Front St., Belleville	968-6797
Hastings No. 3	G. H. Waldrum, B.A., M.Ed.	Tweed	478-2116
Hastings No. 5	C. E. McMullen, B.A., B.Ed.	Box 348, Trenton	392-4725
Huron No. 1	J. H. Kinkead, B.A., B.Paed.	Court House, Goderich	524-8172
Huron No. 2	J. W. Coulter, B.A., M.Ed.	Court House, Goderich	524-8172
Huron No. 3	J. G. Burrows, B.A., M.Ed.	Box 296, Exeter	235-0340
Kent No. 1	E. C. Evans, B.A., B.Ed.	35 East Market Sq., Chatham	352-4950
Kent No. 2	A. A. Gilroy, B.A., M.Ed.	35 East Market Sq., Chatham	354-2850
Kent No. 3	V. L. Vandergust, B.A., M.Ed.	35 East Market Sq., Chatham	354-2850
Kent No. 11	†*R. E. Rancourt, B.A., B.Ed.	Post Office, Belle River	87
Lambton No. 1	R. J. Carter, B.A., B.Paed.	203½ North Vidal St., Sarnia	DI. 4-5517
Lambton No. 2	H. E. Parliament, B.A., M.Ed.	Box 639, Petrolia	882-0840
Lambton No. 3 and Middlesex No. 4	W. G. MacDonald, B.A., M.Ed.	Watford	876-2919
Lanark No. 1	J. W. Barber, B.A., B.Paed.	Box 548, Perth	267-1098
Lanark No. 2 and Carleton No. 2	G. M. Nobes, B.A., B.Paed.	Box 724, Carleton Place	69
Lanark No. 3, Leeds No. 3 and Grenville No. 2	W. P. Willms, B.A., B.Ed.	39 Chambers St. E., Smith's Falls	283-4711
Leeds No. 1	N. W. Ellis, B.A., M.Ed.	Box 520, Gananoque	382-3214
Leeds No. 2	H. L. Welch, B.A., M.Ed.	Box 1, Brockville	DI. 2-2239
Lennox No. 1, Addington No. 2 and Hastings No. 4	H. H. Langford, B.A.	Box 150, Napanee	354-3512
Lincoln No. 1	A. Klim, B.A., B.Paed.	12 Main St. W., Grimsby	945-2713
Lincoln No. 2	J. L. Runnalls, B.A.	54 Ontario St., St. Catharines	684-1587
Metropolitan Toronto Nos. 2, 8, 10 (Forest Hill, Swansea, and Weston)	D. I. Young, B.A., B.Paed. R. G. Kendall, B.A., B.Paed.	1415 Lawrence Ave. W., Toronto 15	CH. 9-0351
Middlesex No. 1 and Oxford No. 3	H. G. Schlotzhauer, B.A., B.Paed.	389 Queens Ave., London	434-2159
Middlesex No. 2 and Oxford No. 4	H. A. Griffith, B.A., B.Paed.	389 Queens Ave., London	434-2159
Middlesex No. 3	G. F. Ross, B.A., M.Ed.	Box 459, Strathroy	245-1732
Norfolk No. 1	E. F. Jordan, B.A., M.Ed.	19 Colborne St. N., Simcoe	426-3950
Norfolk No. 2	L. T. Slichter, B.A., B.Ed.	19 Colborne St. N., Simcoe	426-3950
Northumberland No. 1	C. W. Young, B.A., B.Paed.	Box 205, Brighton	475-0112
Northumberland No. 2	G. W. Nelson, B.A., B.Paed.	Box 336, Cobourg	372-2001
Northumberland No. 4 and Peterborough No. 4	D. G. Rikley, B.A., M.Ed.	47 Front St. N., Campbellford	653-2650
Ontario No. 1	Miss L. L. McNeill, B.A., B.Paed.	58A Brock St. W., Uxbridge	852-6232
Ontario No. 2	P. F. Wiseman, B.A., M.Ed.	110 Green St., Whitby	668-5815
Ontario No. 4	J. C. McClelland, B.A., M.Ed.	110 Green St., Whitby	668-5815
Oxford No. 1	W. G. Anderson, B.A., B.Paed.	Court House, Woodstock	537-2211
Oxford No. 2	A. P. Silcox, B.A., B.Paed.	Box 269, Ingersoll	485-2900
Peel No. 1	E. R. Underhill, B.A.	51 Main St. N., Brampton	451-6174
Peel No. 2 and York No. 7	A. A. Martin, B.A., B.Paed.	1348 Hurontario St., Port Credit	CR. 8-4710
Perth No. 1 and Oxford No. 5	R. G. Boyce, B.A., M.Ed.	150 Huron St., Stratford	271-6177
Perth No. 2 and Oxford No. 6	J. H. Crammond, B.A., M.Ed.	150 Huron St., Stratford	271-6177
Peterborough No. 1 and Northumberland No. 3	K. O. Birkin, M.A., B.Paed.	Room 154, Federal Bldg. 191 Charlotte St., Peterborough	745-9794
Prescott No. 11	†*F. L. Lacroix, B.A., M.Ed.	Box 51, Plantagenet	673-4879
Prescott No.12	†*G. C. Filion, B.A., M.Ed.	Hawkesbury	ME. 2-6642
Prince Edward No. 1	H. L. Knight, B.A., B.Paed.	Box 1570, Picton	GR. 6-6500
Renfrew No. 1	M. A. Craig, B.A., B.Paed.	Box 85, Pembroke	732-7634
Renfrew No. 2	G. A. MacLeod, B.A., M.Ed.	Box 250, Renfrew	HE. 2-3717
Renfrew No. 3	W. J. C. Burgoyne, B.A., M.Ed.	Box 363, Eganville	628-2416
Renfrew No. 4	B. R. Sheppard, B.A., M.Ed.	Box 424, Pembroke	732-7634

PUBLIC SCHOOL INSPECTORS — COUNTIES (Continued)
(PROVINCIAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS	PHONE No.
Russell No. 11	†*H. E. Dubois, B.A., M.Ed.	Rockland	762-5378
Simcoe No. 1	K. J. Ellis, B.A., M.Ed.	Municipal Bldg., Midland	526-2521
Simcoe No. 2	D. A. Lapp, M.A., M.Ed.	60 West St. N., Orillia	326-9251
Simcoe No. 3	J. D. Ferguson, B.A., M.Ed.	Box 1026, Alliston	435-6473
Simcoe No. 4 and Grey No. 4	W. M. Ransberry, B.A., M.Ed.	25 Second St., Collingwood	445-1691
Simcoe No. 5 and Ontario No. 3	P. M. Scott, B.A., B.Paed.	35 Owen St., Barrie	728-5769
Simcoe No. 6	*F. J. Macdonald, B.A., M.Ed.	39 Collier St., Barrie	726-6136
Simcoe No. 7	R. H. Macklem, B.A., B.Paed.	35 Owen St., Barrie	728-5769
Simcoe No. 11	†*J. G. Beaulieu, B.A., B.Ed.	717 Pape Ave., Toronto 6	466-8092
Stormont No. 1 and Glengarry No. 2	P. H. Torrance, B.A., B.Paed.	Box 1116, Cornwall	WE. 3-3710
Victoria No. 1 and Durham No. 3	J. H. Bates, B.A., M.Ed.	Ontario Government Bldg., 322 Kent St. W., Lindsay	324-6121
Victoria No. 3 and Peterborough No. 2	B. C. Barrett, B.A., B.Paed.	Ontario Government Bldg., 322 Kent St. W., Lindsay	324-6121
Waterloo No. 1 and Wellington No. 3	B. H. Bennett, B.A., B.Paed.	741 King St. W., Kitchener	SH. 4-2231
Waterloo No. 2	S. D. Oakes, B.A., B.Ed.	741 King St. W., Kitchener	SH. 4-2231
Waterloo No. 3	C. Cornwell, B.A., M.Ed.	63 Ainslie St. N., Galt	621-7071
Welland No. 1, Haldimand No. 2, and Lincoln No. 3	J. R. M. Peat, B.A., B.Paed.	Box 29, Fenwick	892-6141
Welland No. 2	E. G. Peterson, B.A., B.Paed.	41 Division St., Welland	734-6320
Welland No. 3	E. Sanderson, B.A., M.Ed.	195 East Main St., Welland	732-3436
Welland No. 4	J. R. Graham, B.A., M.Ed.	Box 263, Fort Erie	871-2928
Welland No. 11	†*G. N. Houle, B.A., M.Ed.	841 Victoria Ave., Suite 2, Niagara Falls	EL. 8-8035
Wellington No. 1 and Dufferin No. 2	E. I. Nelson, B.A., M.Ed.	Fergus	843-3510
Wellington No. 2	C. R. Whitfield, B.A., M.Ed.	95 Norfolk St., Guelph	TA. 2-2639
Wellington No. 4, Huron No. 4 and Perth No. 3	H. D. Shaw, B.A.	Listowel	
Wentworth No. 1	J. K. Evans, B.A., B.Paed. M. B. Caldwell, B.A., M.Ed. Miss M. Taylor, B.A., M.Ed.	Court House, Hamilton	JA. 7-8474
York No. 1	E. M. Dunn, B.A., B.Paed.	225 Cedar St., Newmarket	895-2991
York No. 2	D. D. Adams, B.A., M.Ed.	225 Cedar St., Newmarket	895-2991
York No. 3	M. Hallman, B.A., B.Paed.	18 Yonge St. N., Richmond Hill	AV. 5-4641
York No. 4	W. J. McLeod, B.A., B.Paed.	18 Yonge St. N., Richmond Hill	AV. 5-4641

Note: Welland No. 4 — Temporarily administered by Mr. J. R. Graham, B.A., M.Ed. during one year leave-of-absence of Mr. J. K. Crossley, B.A., M.Ed.

Note: Welland No. 11 — Teachers are responsibility of Welland Board of Education but are inspected by G. N. Houle, B.A., M.Ed.

PUBLIC SCHOOL INSPECTORS — DISTRICTS
(PROVINCIAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS	PHONE No.
Algoma No. 1	G. A. Snider, B.A., M.Ed.	Ontario Govt. Bldg., Albert St. E., Sault Ste. Marie	AL. 6-2031
Algoma No. 3	F. H. Wilkinson, B.A., M.Ed.	20 Alberta Rd., Elliot Lake	848-3869
Algoma No. 5	J. Pace, B.A., M.Ed.	Ontario Govt. Bldg., Albert St. E., Sault Ste. Marie	AL. 6-2031
Algoma No. 11	†*R. J. Desmarais, B.A., B.Paed.	20 Alberta Rd., Elliot Lake	848-7492
Cochrane No. 1	L. W. Hooper, B.A., M.Ed.	Box 130, Cochrane	272-4189
Cochrane No. 2, Algoma No. 2 and Sudbury No. 5	A. E. Tindall, B.A., M.Ed.	261 Third Ave., Timmins	264-2248
Cochrane No. 3	J. A. Clatworthy, B.A., M.Ed.	261 Third Ave., Timmins	264-2248
Cochrane No. 11	†*L. J. J. Gauthier, B.A.	Box 479, Cochrane	272-4945
Cochrane No. 12	†*J. Beauchemin, B.A., M.Ed.	261 Third Ave., Timmins	264-2248
Kenora No. 1	C. G. M. Smith, B.A., B.Paed. K. K. Glenn, B.A., M.Ed.	Box 660, Kenora	HO. 8-8754
Kenora No. 2	L. E. Maki, B.A., M.Ed.	Box 117, Dryden	223-4114
Manitoulin No. 1 and Sudbury No. 3	S. Geiger, B.A.	Gore Bay	79
Muskoka No. 1, Nipissing No. 3 and Parry Sound No. 2	R. S. Claus, B.A., M.Ed.	Huntsville	789-4561
Muskoka No. 3	W. F. Hammell, B.A., B.Paed.	Bracebridge	645-4312

PUBLIC SCHOOL INSPECTORS—DISTRICTS (Continued)
(PROVINCIAL INSPECTORATES)

INSPECTORATE	NAME OF INSPECTOR	ADDRESS	PHONE No.
Nipissing No. 2 and City of North Bay	L. E. McCluskie, B.A., M.Ed.	348 Fraser St., North Bay	472-1390
Nipissing No. 5	J. W. Trusler, B.A., M.Ed.	348 Fraser St., North Bay	472-1390
Nipissing No. 6 and Parry Sound No. 1	J. F. Lawless, B.A., M.Ed.	348 Fraser St., North Bay	472-1390
Nipissing No. 11	†*C. J. Lamarche, B.A.	49 Queen St., Sturgeon Falls	753-2390
Nipissing No. 12	†*J. L. Duchesneau, B.A., M.Ed.	348 Fraser St., North Bay	472-1390
Parry Sound No. 3	B. H. Gorrill, B.A., M.Ed.	8A Sequin St., Box 999, Parry Sound	746-2481
Rainy River No. 1	P. C. Anderson, B.A., M.Ed.	Box 366, Fort Frances	274-5941
Sudbury No. 1 and Algoma No. 4	C. E. Butcher, B.A., M.Ed.	172 Elm St. W., Sudbury	674-3151
Sudbury No. 2	H. R. Mills, B.A., M.Ed.	172 Elm St. W., Sudbury	674-3151
Sudbury No. 4 and Nipissing No. 1	A. J. MacLean, B.A., M.Ed.	172 Elm St. W., Sudbury	674-3151
Sudbury No. 13	†*J. O. Pelletier, B.A., B.Paed.	172 Elm St. W., Sudbury	674-3151
Sudbury No. 14	†*J. G. Lefebvre, B.A.	49 Queen St., Sturgeon Falls	753-2391
Timiskaming No. 1	J. Yakubowski, B.A., M.Ed.	Box 607, Kirkland Lake	886
Timiskaming No. 2	M. C. Napper, B.A.	Box 368, Haileybury	672-3477
Thunder Bay No. 1	R. R. Steele, B.A., M.Ed.	101 News Chronicle Bldg., Waters St., Port Arthur	344-6639
Thunder Bay No. 2	J. S. Lowcock, B.A., B.Paed.	101 News Chronicle Bldg., Waters St., Port Arthur	344-6639
Thunder Bay No. 3	W. J. Gerow, B.A., B.Ed.	101 News Chronicle Bldg., Waters St., Port Arthur	344-6639
Thunder Bay No. 4 and Rainy River No. 2	J. A. Martin, B.A., M.Ed.	101 News Chronicle Bldg., Waters St., Port Arthur	344-6639

ROMAN CATHOLIC SEPARATE SCHOOL INSPECTORS
(PROVINCIAL INSPECTORATES)

R.C.S.S. INSPECTORATE	NAME OF INSPECTOR	ADDRESS	PHONE No.
Alexandria Division	†*J. A. A. Deschamps, B.A.	Box 549, Alexandria	173
Barrie Division	*F. J. Macdonald, B.A., M.Ed.	39 Collier St., Barrie	726-6136
Belle River Division	†*R. E. Rancourt, B.A., B.Ed.	Post Office, Belle River	87
Belleville Division	E. J. Neville, B.A.	Belleville Plaza, 470 Dundas St. E., Belleville	WO. 2-6645
Brantford Division	L. L. Begley, B.A.	Box 217, 109 Darling St., Brantford	756-5451
Brockville Division	J. L. Jordan, B.A.	Box 326, Brockville	DI. 2-2239
Burlington Division	J. D. Hogan, B.A., B.Paed.	2075 Lakeshore Rd., Burlington	637-0755
Chatham Division	S. J. Charbonneau, B.A.	Box 479, Cochrane	354-3950
Cochrane Division	†*L. J. J. Gauthier, B.A.	189 Railway St., Cochrane	272-4945
Cornwall Division No. 1	† J. R. Lalonde, B.A., B.Paed.	3A Third St. W., Cornwall	WE. 3-2423
Cornwall Division No. 2	R. J. Bergin, B.A.	Box 1208, Cornwall	WE. 3-3062
Cornwall Division No. 3	† J. D. Bougie, B.A., B.Paed.	3A Third St. W., Cornwall	WE. 3-2423
Elliot Lake Division	†*R. J. Desmarais, B.A., B.Paed.	20 Alberta Rd., Elliot Lake	848-7492
Essex Division	G. D. Dwyer, M.A., B.Ed.	Box 520, 10 Centre St., Essex	776-7067
Galt Division	P. J. Brennan, B.A.	63 Ainslie St. N., Galt	621-7071
Guelph Division	F. H. Hogle, B.A., B.Paed.	95 Norfolk St., Guelph	TA. 2-2639
Haileybury Division	† L. L. Charette, B.A.	Box 25, Haileybury	672-3361
Hamilton Division	F. P. Cunningham, B.A., M.Ed. W. M. McRae, B.A., M.Ed. L. S. Power, B.A., M.Ed.	Chedoke P.O., 579 Upper James St., Hamilton	383-3393
Hawkesbury Division	†*G. C. Filion, B.A., M.Ed.	Hawkesbury	ME. 2-6642
Hearst Division	† M. J. Jacques, B.A.	Hearst	362-4881
Kapuskasing Division	† A. Joubert, B.A., B.Paed.	3 Byng St., Kapuskasing	335-4120
Kenora Division	M. Chochla, B.A.	Box 99, Kenora	HO. 8-9660
Kingston Division	B. A. Hoy, B.A., B.Paed.	16 Bath Rd., Kingston	548-4898
Kitchener Division No. 1	J. R. Sweeney, B.A.	741 King St. W., Kitchener	SH. 4-2231
Kitchener Division No. 2	D. F. Dineen, B.A., M.Ed.	741 King St. W., Kitchener	SH. 4-2231
London Division No. 1	K. J. Regan, B.A., M.Ed.	389 Queens Ave., London	434-2159
London Division No. 2	E. L. Ennis, B.A., M.Ed.	389 Queens Ave., London	434-2159
Niagara Falls Division No. 1	D. J. Lefebvre, B.A., B.Com., M.Ed.	1257 Victoria Ave., Niagara Falls	EL. 4-4912
Niagara Falls Division No. 2	†*G. N. Houle, B.A., M.Ed.	841 Victoria Ave., Suite 2, Niagara Falls	EL. 8-8035
North Bay Division No. 1	†*J. L. Duchesneau, B.A., M.Ed.	348 Fraser St., North Bay	472-1390

ROMAN CATHOLIC SEPARATE SCHOOL INSPECTORS (Continued)
(PROVINCIAL INSPECTORATES)

R.C.S.S. INSPECTORATE	NAME OF INSPECTOR	ADDRESS	PHONE No.
North Bay Division No. 2	R. M. Surtees, B.A., B.Ed.	348 Fraser St., North Bay	472-1390
Oshawa Division	E. J. Finan, B.A.	110 Green St., Whitby	668-5815
Ottawa Division No. 1	†R. Millette, M.A., B.Paed., Ph.D. †H. W. Cyr, M.A., B.Paed. †L. Desjarlais, M.A., B.Paed., PhD. †P. E. Piche, B.A., B.Paed.	258 St. Andrew St., Ottawa 2	235-6414
Ottawa Division No. 2	S. A. Quinn, B.A., B.Ed. J. Hugel, B.A., M.Ed. F. J. Turner, B.A.	196 Bronson Ave., Ottawa 4	233-8229
Ottawa Division No. 3	†F. A. Moreau, B.A., B.Paed.	Suite 304, 428 Rideau St., Ottawa	233-8318
Ottawa Division No. 4	L. J. Dupuis, M.A., B.Com., M.Ed.	196 Bronson Ave., Ottawa 4	235-7175
Ottawa Division No. 5	†L. Carriere, M.A., D.Paed.	807 Bank St., Ottawa	232-8850
Ottawa Division No. 6	L. J. Dupuis, M.A., B.Com., M.Ed.	196 Bronson Ave., Ottawa 4	235-7411
Ottawa Division No. 7	†H. W. Cyr, M.A., B.Paed.	314 McArthur Ave., Ottawa 7	749-8707
Pembroke Division	V. J. Reid, B.A.	Pembroke	735-6111
Peterborough Division	B. E. Nelligan, B.A., M.Ed.	Room 303, The Barrie Bldg., 312 George St. N., Peterborough	745-9321
Plantagenet Division	†*F. L. Lacroix, B.A., M.Ed.	Box 51, Plantagenet	673-4879
Port Arthur Division No. 1	J. F. Leonard, M.A.	101 News Chronicle Bldg., Waters St., Port Arthur	344-6639
Port Arthur Division No. 2	G. S. O'Brien, B.A.	101 News Chronicle Bldg., Waters St., Port Arthur	344-6639
Renfrew Division	R. J. O'Brien, B.A.	Box 277, Renfrew	432-4556
Rockland Division	†*H. E. Dubois, B.A., M.Ed.	Box 310, Rockland	762-5378
St. Catharines Division No. 1	R. C. Fobert, B.A.	50 Church St., St. Catharines	684-3314
St. Catharines Division No. 2	J. P. Skehin, B.A., M.Ed.	50 Church St., St. Catharines	684-3314
Sarnia Division	J. J. Burger, B.A.	203½ North Vidal St., Sarnia	ED. 7-3611
Sault Ste. Marie Division No. 1	F. R. Mills, B.A., B.Paed.	Ontario Govt. Bldg., Albert St. E., Sault Ste. Marie	AL. 6-6761
Sault Ste. Marie Division No. 2	J. R. Cameletti, B.A.	Ontario Govt. Bldg., Albert St. E., Sault Ste. Marie	AL. 6-6761
Stratford Division	W. H. Bulger, B.A.	150 Huron St., Stratford	271-6177
Sturgeon Falls Division No. 1	†*C. J. Lamarche, B.A.	Box 178, 49 Queen St., Sturgeon Falls	753-2390
Sturgeon Falls Division No. 2	†*J. G. Lefebvre, B.A.	Box 719, 49 Queen St., Sturgeon Falls	753-2391
Sudbury Division No. 1	† J. E. O. Tremblay, B.A., M.Ed.	172 Elm St. W., Sudbury	674-3151
Sudbury Division No. 2	†G. A. Dube, B.A., B.Ph.	172 Elm St. W., Sudbury	674-3151
Sudbury Division No. 3	†*J. O. Pelletier, B.A., B.Paed.	172 Elm St. W., Sudbury	674-3151
Sudbury Division No. 4	G. A. Whalen, B.A., B.Ed.	172 Elm St. W., Sudbury	674-3151
Sudbury Division No. 5	R. T. Vincer, B.A.	172 Elm St. W., Sudbury	674-3151
Sudbury Division No. 6	†J. R. Potvin, B.A., M.Ed.	172 Elm St. W., Sudbury	674-3151
Timmins Division No. 1	†*J. Beauchemin, B.A., M.Ed.	261 Third Ave., Timmins	264-2248
Timmins Division No. 2	T. J. Rodtka, B.A., M.Ed.	261 Third Ave., Timmins	264-2248
Toronto Division No. 1	T. S. Melady, M.A. F. B. Allore, B.A., M.Ed. J. L. Bannon, B.A. J. C. Doyle, B.A., B.Paed. P. L. Gravelle, B.A. W. A. Hayden, M.A. J. Lavin, B.A., B.Ed. F. A. McDonell, B.A. Miss M. M. Young, B.A., M.Ed. J. Zupancic, B.A., B.Ed.	191 Eglinton Ave. E., Toronto 12	483-3443
Toronto Division No. 2	F. M. Weiss, B.A.	5590 Yonge St., Suite 27, Willowdale	BA. 5-9011
Toronto Division No. 3	F. J. McAllister, B.A., B.Ed.	5590 Yonge St., Suite 25, Willowdale	BA. 5-2922
Toronto Division No. 4	F. J. Hodge, B.A., B.Paed.	5590 Yonge St., Suite 27, Willowdale	BA. 5-9011
Toronto Division No. 5	†*J. G. Beaulieu, B.A., B.Ed.	717 Pape Ave., Toronto 6	466-8092
Welland Division	A. Kuska, B.A.	Welland Plaza, Fitch St., Welland	RE. 4-6778
Windsor Division No. 1	J. F. Johnston, B.A., M.Ed. P. C. Wigglesworth, B.A.	707 Tuscarora St., Windsor	253-4641
Windsor Division No. 2	†H. E. Gratton, B.A., M.Ed.	707 Tuscarora St., Windsor	253-4641
Windsor Division No. 3	K. D. Robb, B.A.	707 Tuscarora St., Windsor	253-4641
Windsor Division No. 4	F. J. Ryan, B.A.	707 Tuscarora St., Windsor	253-4641

Note: Ottawa Division No. 4 — Temporarily administered by Mr. L. J. Dupuis, M.A., B.Comm., M.Ed. during one year leave-of-absence of Miss D. H. M. Dunn, M.A., B.Paed.

* — This Inspector inspects both Public and Separate Schools.

† — This Inspector inspects Bilingual Schools.

ONTARIO
DEPARTMENT OF EDUCATION

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

No. 2(b), August, 1964.

MEMORANDUM TO THE INSPECTORS

Re: Apportionment of Annual Requisitions of Township School Area Boards in 1965

It is drawn to the attention of inspectors that in any year in which a township school area comprising territory in two or more municipalities is formed or in which its boundaries are altered, the apportionment of the annual requisition of the board of that township school area shall be determined. This means that wherever an urban municipality becomes part of a township school area as the result of 1964 amendments to The Public Schools Act and in every case where school sections or township school areas with lands in more than one municipality are combined or enlarged by this legislation, the assessors of the municipalities are required to meet and determine the apportionment of the school board's requisition. This meeting of assessors is to be called by the assessor of the municipality having the largest population within the township school area according to the last revised assessment rolls.

Inspectors are requested to bring to all clerks of municipalities concerned, the provisions of Sections 43 and 55 of The Public Schools Act with respect to the apportionment of requisitions in 1965.

G L Duffin
Superintendent of Elementary Education.

August 28, 1964.

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS

No.2: 1964-65

Re: 1. Appointment of Assistant Director of Art
2. Changes of Address
3. Establishment of Schools on Hydro Property
4. Kit for Township School Area Board Trustees
5. Municipal Works Assistance Act, 1963

1. Raymond C. Blackwell, B.Sc., M.Ed., has been appointed Assistant Director of Art. Mr. Blackwell is well known in the field of Art Education having been an instructor on Summer Courses in Art, Vice-principal of the Toronto Summer Course in Art for the last three years, and a Master in Art Education at Toronto Teachers' College from 1955 to the time of his present appointment.

Mr. Blackwell will be associated with Dr. Gaitskell in advising Inspectors and teachers regarding Art Education. He will be pleased to visit inspectorates and to discuss the art programme at such times as are mutually agreed on with inspectors.

2. Form 31 - Changes of Address

(a) Oxford No.1 - W.G. Anderson, from Court House to 954 Dundas St., Woodstock.
(b) Chatham RCSS Division - S.J. Charbonneau, address should read: 35 East Market Square, Chatham.
(c) Cornwall - A.E. Kelley has been appointed Superintendent of Public Schools.

3. Establishment of Schools on Hydro Property
The Department is of opinion that where fewer than 10 pupils are located on Hydro property outside a school section, a school section should not be established under Section 12 of The Public Schools Act, but that the Department should pay the cost of education to the board providing the instruction. Where an elementary school board supplying education to such children in the territorial districts also provides transportation for them the Department will pay to the board the full approved cost of their transportation.

4. Kit for Township School Area Board Trustees
The numbers of township school area boards in each inspectorate, effective January 1, 1965, have been given to the officials of the Ontario School Trustees' Council, the Ontario School Trustees' and Ratepayers' Association and the Ontario Public School Trustees' Association. It is expected that campaigns for membership in one or more of these organizations may be made and that trustee kits may be forwarded to the inspectors' offices for distribution to the new boards at their first meetings in January.

It will be appreciated if the inspectors will make such distributions of material to the new boards as he may be requested to by each of the above three organizations and encourage the new boards to take membership in at least one trustee organization.

OVER.....

5. Municipal Works Assistance Act, 1963

The final date for the submission of an Application for a Commitment for a Loan under the Municipal Works Assistance Act, 1963, has now been established as November 30, 1964.

Memorandum No.3 dated August 31, 1964, entitled Loans and Debentures, is now available from the Department of Municipal Affairs, Municipal Subsidies Branch, 801 Bay Street, Toronto 5.

The inspectors are asked to make this information available to school boards.

G.L. Duffin

Superintendent of Elementary Education.

Toronto 12, September 25, 1964.

No. 4: 1964-65

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Inspection of Home Economics Classes

1. I am pleased to advise you that the following secondary school inspectors have special interests in Home Economics and will be able to give advice about the teaching of Home Economics in Elementary Schools and carry out inspections of certain Home Economics classes in elementary schools during the present school year:

Miss Anne M. Lawson, B.A., M.Sc., Miss Ellen Downie, B.H.Sc., Miss Sheilagh P. Ryan, M.A.

2. In order that an accurate record of the number and location of home economics classes may be compiled, each inspector is asked to complete the summary below and return one copy of the memorandum to this office by Friday, October 16. It is not expected that all classes can be inspected during 1964-65, and inspectors are asked to indicate with an asterisk those classes that should be inspected first. Every effort will be made to have the elementary school inspector notified when the Home Economics inspector can carry out the inspection so that mutually convenient times may be arranged for both inspectors, the Home Economics inspector and the local elementary school inspector, to visit the classroom together. If there is insufficient space below for your report, please attach a separate sheet.

G.L. Duffin
Superintendent of Elementary Education.

October 2, 1964.

HOME ECONOMICS CLASSES October 1964

Inspectorate..

School Board	Name and Address of School	Teacher	Part-time or Full-time

....
Signature of Inspector.

ELEMENTARY SCHOOL

LIBRARY FACILITIES

INTERIM SUGGESTIONS

ONTARIO DEPARTMENT OF EDUCATION

CANADA

June 1964

LIBRARY FACILITIES - ELEMENTARY SCHOOL

(Interim Suggestions)

June 26, 1964.

Types

Dispersed facilities in a small school: shelves for classroom collections; small instructional materials storage areas.

Centralized facilities in a school: library-classroom; library including reading area, reference area, instructional materials centre.

Centralized facilities in a system: book processing unit; central instructional materials unit.

Extent of basic facilities

In a very small school the classroom collection may represent the only library service.

A library-classroom is used in a rotary system where it, as well as all standard classrooms, carry a full class load throughout the whole school day. In a large school it may be operated in conjunction with a library.

A library as opposed to a library-classroom may be used as follows:

(a) by classes on a time-tabled basis
(b) by small groups
(c) part-time as in (a), part-time as in (b)
(d) concurrently as in (a) and (b) if there is a separated room.

A library will serve satisfactorily for a school of up to 24 classes.

When a library and a library-classroom are used together, the arrangements may be varied still further.

Library

(a) A quite central location is preferred. The desirability of access when the school is closed may be considered but an outside entrance directly into any library room should be avoided. The location of the library should not compel the adoption of classroom fenestration or classroom width. Adjoining areas and accommodation should be studied in terms of expansion of the library to suit the school's ultimate size. If there is an instructional materials centre it should be close to the library. If there is a library-classroom as well as a library, they should be adjacent to one another.

(b) The minimum area of a library unit is 1150 square feet. This unit includes the reading room, reference area and work room. In a system where there is a central book processing unit, the library unit may combine a small work area in the reference area.

(c) Reading Room

1. In a new construction, the minimum area, wall to wall, of the reading room is 800 square feet. A wall to wall area of 750 square feet may be accepted in an existing school.

2. The reading room accommodates the circulating book collection, current issues of magazines, card catalogue cabinets, charging desk, dictionary stand, atlas stand. Shelving is usually on the perimeter of the room as also may be the cabinets. The floor is in general clear for free standing small tables and light chairs for student use; (35) in reading area; (10) in reference area.

3. Windows should not reduce the accommodation for books. Seventy-five square feet of window space is adequate. If desired, the window sill may be 6 feet high so that shelving may be placed under it.

4. A projection screen should be provided. The screen may be located satisfactorily at the top of a section of books. It may be located over the chalkboard if there is one. When not in use, the chalkboard may be covered by folding or sliding panels of tack board. An area of 16 square feet of chalkboard is generally the largest needed.

5. Light coloured resilient flooring should be used. Carpeting is preferred.

6. Ventilating and heating outlets should not reduce the shelving space. Ducts could be placed above or below shelving and insulated to avoid drying out of books.

7. Two electrical outlets should be provided on each side of the reading room and one at each end. Outlets are also required in the work area and reference area (q.v.).

8. A lighting intensity of 75 foot candles is required at table level.

9. Additional acoustic treatment is necessary if there is no carpeting.

10. A glazed entrance is desirable. A double door is preferable.

11. If there is a secondary exit, security merits attention.

12. Corkboard panels may be provided for use behind shelves for display purposes, for example, behind shelves not filled with books.

13. (i) Shelving may be classed as standard, magazine, picture-book, reference and special. Picture-book shelving is provided only where there are pupils from kindergarten to grade 6.

    (ii) Shelving should be provided on the basis of 10 books per pupil on the basis of 10 books per linear foot, with the ultimate size of the school in view, and for not fewer than 3,000 volumes.

(c) Reading Room cont'd....

(iii) Standard shelves should be adjustable. Using formula above a standard unit of shelves has a nominal capacity of 150 volumes, (5 shelves high, 3 feet wide, 8" deep).

(iv) Magazines are best displayed on sloping shelves. (3' section with 4 shelves). Provide space for 10 - 15 magazines. The space behind the sloping, lift-up, retractible shelves is used for storage of recent magazine numbers.

(v) Non-circulating reference books constitute 3% of volumes in the reading area. Calculate space on the basis of 8 books per linear foot.

(vi) In schools with grades K-3 provide at least 36 feet of picture-book shelving which may be in one area 2 shelves high or be 1 shelf high at bottom of standard shelving around perimeter of room. Picture book shelving has at least 14" clear between shelves, at least 10" deep and is subdivided with thin partitions every 6" to 9". If erected in a separate area 2 shelves high it may have a sloping top for display purposes.

(vii) Atlases and unabridged dictionaries may be kept on flat shelving or separate stands with sloping tops.

(viii) Unused shelf space may be used for display.

(d) Reference Area

This area should accommodate 10 children seated either at small tables or viewing stations if audio-visual material is housed here. Reference shelving (at least 10" deep) should accommodate approximately 1,000 volumes. Partitioning of the reference area is optional. It may be separated from the reading area by any flexible partition or shelving unit which permits adequate supervision.

There should be four electrical outlets in the reference area.

(e) Work Room

This room is used for receiving and indexing books, making minor repairs and storing seasonal materials. It should be partitioned.

The work room should have a counter 39" high, 24" deep and, at least, 8 feet long. The counter should contain a sink and have, at least, a cold water supply. A drawer for work tools should be provided under the counter deck. The balance of under space should be suitable for storing large materials such as, posters, art supplies, library supplies, etc. There should also be a knee space of about 24" under counter so that counter could be used for mending, poster making, etc. Open shelving above the counter should be 14" deep, adjustable, and should extend to the ceiling starting 14" above the counter. These shelves would be used for storage of seasonal books, new books to be processed, old books to be repaired. There should be desk space for typist in the work room. Book shelves should be provided along remaining wall space. There should be three electrical outlets.

(f) Combined Reference and Work Room

In a school system having a central processing unit, the individual school library may provide a larger reference room combined with a smaller work space. The work area could be contained in a unit with sink and closed cupboards instead of open shelving as above.

Library-Classroom

The minimum clear area of a library-classroom is 725 square feet. Adjacent area such as cloak room, health room, storage cupboards, etc., should permit conversion to a reference area and work area.

Instructional Materials Centre

The index for the instructional materials centre should be integrated in the library catalogue. Standard storage units and shelves are available for most items, such as film strips. In a small school, the instructional materials centre may be located satisfactorily in the work area, or reference area of library.

Central Processing

Central processing may be profitable for a system including 60 or more classrooms.

Ordering, cataloguing and processing of books and related materials may be carried on in a central office for a school system. If this is carried on, the reference area may be enlarged and combined with a smaller work area.

ELEMENTARY SCHOOL
CONSTRUCTION POLICY

ONTARIO DEPARTMENT OF EDUCATION

CANADA

November 1964.

STANDARD ACCOMMODATION	Maximum Approval	Minimum Clear Area (Min.length 28 ft.)	Minimum Ceiling Height	Minimum Window Area of Clear Glass on Pupils' Left	Basis for Approval
Classrooms					
Regular	$20,000	725 sq. ft.	9 ft.	75 sq. ft.	35 pupils
Auxiliary	20,000	725 "	"	"	20 pupils
Home Economics (1)	20,000	1000 "	"	"	50% use
Industrial Arts (1)	20,000	1000 "	"	"	50% use
Kindergarten	20,000	725 "	"	"	35 pupils (2 classes)
Kindergarten (double)	35,000	1500 "	"	150 sq. ft.	70 pupils (4 classes)

Special Classrooms

These apply only to schools on rotary organization where they as well as all regular classrooms carry a full load throughout the whole school day.

Art	20,000	725 sq. ft.	9 ft.	75 sq. ft.	35 pupils
Commercial	20,000	"	"	"	"
Library	20,000	"	"	"	"
Music	20,000	"	"	"	"
Science	20,000	"	"	"	"

Note: 1. Approval for grant purposes may be given for a second Home Economics or Industrial Arts room where the first room has 100% use and second room will have 50% or more use.

	SPECIAL ACCOMMODATION	Maximum Approval	Maximum Clear Area	Minimum Clear Area	Minimum Ceiling Height	Minimum Number of Exits	Minimum Window Area of Clear Glass on Pupils' Left
A.	General Purpose Room (with stage)	$20,000	3200 sq. ft.	1600 sq. ft.	16 ft.	2	-
B.	General Purpose Room (no stage)	20,000	1000 "	750 "	9 "	2	75 sq. ft.
C.	General Purpose Room (2 potential CR)	20,000	1600 "	1600 "	9 "	2	150 sq. ft.
D.	General Purpose Room (double - with stage)	40,000	6000 "	3000 "	16 "	3	-
E.	Lunch Room	20,000	-	750 "	9 "	2	-
F.	Lunch Room (half size)	10,000	-	375 "	9 "	1	-
G.	Library - and also work & reference room	20,000	-	800&350 "	9 "	1 & 1	75 sq. ft.

Notes: 1. In other than a senior school, approval is limited to one of A, B, C, E or F if the school has fewer than 20 classrooms.

2. In a senior school of 12 or more classrooms, approval may be granted for a lunchroom as well as a general purpose room, or for two general purpose rooms, or for a double general purpose room.

3. Where A, B, E or F is provided in a school of 1 classroom, approval is limited to $\frac{1}{4}$ the stated maximum approval.
Where A, B, E or F is provided in a school of 2 classrooms approval is limited to $\frac{1}{2}$ the stated maximum approval.
Where A, B, E or F is provided in a school of 3 classrooms approval is limited to 3/4 the stated maximum approval.

4. Where D is provided there must be facilities for division of the double general purpose room into two areas of 1500 sq. ft. minimum each. The type of division facility will depend on the use to which the area is to be put.

5. Basement rooms are not usually desirable. A case that appears to be justifiable to a board will be considered on its merits.

WASHROOM FIXTURES (Minimum Number)

Classrooms in School	1	2	3	4	5	6	12	18	24	30	1	2	3	4	5	6	12	18	24	30
Number of boys	15	30	45	60	75	100	200	300	400	500										
Number of girls											15	30	45	60	75	100	200	300	400	500
Water Closets	1	1	2	2	2	3	4	5	6	7	2	3	4	4	5	6	10	14	18	22
Urinals	1	2	2	2	3	4	7	10	13	16										
Hand basins or fixtures providing equivalent number of wash stations	1	1	2	2	3	4	5	6	7	8	1	1	2	2	3	4	5	6	7	8

Re CAPITAL EXPENDITURES FROM CURRENT FUNDS

(For Boards that are eligible in accordance with Grant Regulation)

Use Form G60 for expenditures from current funds that do not exceed $2000 for any 1 school.
Letter required for expenditures more than $2000.
In either instance give year that building or wing was erected. Indicate whether a project is a replacement (of structure or equipment) or added structure or equipment. Amount of approval for items (a) to (j) is calculated as follows: replacement cost less original cost times (1 - age of original divided by 15).

Item	Explanation	Additional Forms
(a) New foundation (exclusive of basement)		
(b) New stairway	To service approved area (but not substandard areas).	
(c) New roof	Roof structure, roof and new shingles, or equivalent, but not repair work.	
(d) New floor	Floor structure, floor and floor covering but not repairs, and not rugs.	
(e) Fire escape	Approved "fire escape" or fire exit route (e.g. stairwell). (Approval of plans by Ontario Fire Marshal required).	
(f) Fire proofing furnace room, fire door etc.		Form Bldg. 8a
(g) New heating equipment	Including furnace, stove or space heater.	Form Bldg. 8a or 8b as applicable
(h) New lighting	State proposed operating or "maintained" level of illumination (in foot candles).	
(i) New modern toilet accommodations	Flush toilets, septic tank, disposal bed or equivalent.	Form Bldg. 8
(j) New water facilities	Applies only to costs on the school site.	Form Bldg. 8
(k) New fence	Fence, gates, posts, erection. Maximum approval is $2.00 per linear foot of fence.	
(l) New chalk board		
(m) New desks		
(n) Pianos		
(o) Film projectors	Sound - where board employs 4 or more teachers. Strip - where board employs at least 2 teachers.	

TABLE OF PERMISSIVE AREAS

Number of Classrooms	Total Area - Outside Dimensions	
	For New Schools	For Additions (See Note 2)
1	1,600 sq. ft.	1,500 sq. ft.
2	3,200	3,000
3	4,700	4,500
4	6,200	6,000
5	7,500	7,500
6	8,500	etc.
7	10,000	
8	11,500	
9	12,500	
10	14,000	
11	15,500	
12	16,500	
13	18,000	
14	19,000	
15	20,000	
16	22,000	
17	23,500	
18	24,500	
19	26,000	
20	27,500	
21	28,500	
22	30,000	
23	31,500	
24	32,500	
25	34,000	
26	35,500	
27	36,500	
28	38,000	
29	39,500	
30	40,500	

1. Additional area for a stairwell at the rate of 250 square feet per storey, per stairwell, may be allowed. For example, in the case of a two-storey building, an additional 500 square feet per stairwell may be allowed. No additional area is allowed for a stairway in a corridor.

2. The maximum area for an addition can be confirmed when a sketch plan has been submitted showing the present and the proposed accommodation. For example, the maximum area of a school consisting of 6 classrooms and an addition of 4 classrooms is 14,000 square feet.

PORTABLE CLASSROOMS

Portables are approved for grant purposes only when a school board is facing a continuing uncertainty in elementary school requirements, and under such circumstances appear to be moved approximately every three years. Portable classrooms may be approved in emergency situations created by fire, flood, or highway diversion. Where the need indicates that permanent construction is required, a portable classroom is not approved for legislative grant purposes. A board is, of course, at liberty to construct a portable without grant support, provided, however, that the building is approved by the Fire Marshal and conforms to local by-laws. In any instance, the Department of Health should be advised of the construction.

If the board should decide to proceed with a portable classroom, care should be taken not to place it on the property in a position that will interfere with the natural daylighting within the portable or the adjacent school. The distance from any school window to any obstruction of light, such as walls or buildings, should be twice the height of that obstruction above the sill of the window. A portable should not be placed where an extension is to be made. When the need is justified, a portable may be approved in an amount up to but not exceeding $6,000.00. Of this amount $5,000.00 is considered to apply to the building, and $1,000.00 to the furniture.

To be eligible for grant a portable must be portable without demolition. If several portables are to be built together, double studs must be provided at the line of contact. It is good practice to place portables on concrete posts which extend below the frost line. The maximum area of a portable is 800 square feet. The clear floor area inside must not be less than 725 square feet. The minimum window area of clear glass on pupils' left is to be 75 square feet. The minimum clear ceiling height in a portable shall be 10 feet. A plan of the board's first portable must be provided. Unless the plan is revised, or unless specifications are changed, further plans need not be submitted.

Since portables are moved from one site to another, it is required that they be designated by numbers. The serial number should be placed on the outside of the building, near the door. The board should initiate a perpetual inventory so that approval dates and the movements of portables can be recorded. The serial numbers for two portables completed in 1970 and three in 1971 would be:

1 - 1970; 2 - 1970; 3 - 1971; 4 - 1971; 5 - 1971

A proposal for a portable should designate it by the proposed serial number.

There is no grant on idle portables, or portables used for other than elementary school classroom purposes. There is no approval of auxiliary area in portables.

TRAILER CLASSROOMS

In an isolated location, such as a wood cutting camp, where the anticipated life span of the enterprise is less than 10 years, approval may be given to an expenditure for a classroom trailer in a total amount of $12,000.00 including furniture, sewage disposal system, water supply etc. An additional maximum approval of $2,000.00 may be available after 5 years of use, if a change of site has been made. A similar maximum approval may be granted after 10 years of use. It is assumed that after 15 years of use the trailer will be no longer usable. Each trailer should have a serial number, as in the case of portables.

DEPRECIATION OF BUILDINGS

When an elementary school building including standard type accommodation is sold, abandoned or converted to other than classroom use, a deduction in recognized cost will be determined in the year the school is sold or abandoned or converted to other than classroom use, as follows:

1. Brick schools of three rooms or more will be valued at $20,000.00 per unit, less $400.00 per unit per year of age;
2. Brick-veneer school buildings of three rooms or more will be valued at $15,000.00 per unit, less $500.00 per unit per year of age;
3. Each unit of a one or two-room brick or brick-veneer school will be valued at $20,000.00 less $1,000.00 per year of age;
4. Frame or metal clad school buildings regardless of size will be valued at $10,000.00 per unit, less $500.00 per unit per year of age.
5. A portable will be valued at $5,000.00 less $500.00 per year of age.
6. The annual depreciation on a trailer classroom will be 10% of the sum approved.

In no case is the deduction to be less than the amount of the outstanding debenture on the building.

MISCELLANEOUS PROVISIONS

1. The maximum sound transmission for partitions between classrooms is 25 N.R.C., (National Research Council) whether the partitions are solid, sliding, demountable or folding.

2. The minimum light intensity in a classroom is 75 foot candles on the pupils' desks.

3. Before the laying of a tile sewage disposal bed a soil test for absorption should be made.

4. Before planning a school building a test to determine soil strength by a qualified person or firm should be taken unless the designer is prepared to accept full responsibility.

5. Attention is drawn to Section 5 (6a) of the Energy Act, "subject to the regulations, no person shall install, repair, service or remove or permit or cause to be installed, repaired, serviced or removed any gas appliance unless the installation, repair, service or removal is done or supervised by a person who is registered for such purposes. 1960-61, c23, s.1, part c.".

6. Unless a permit is obtained, a building must be a distance of 150 feet from the right-of-way of a provincial highway.

7. Classroom windows should not be less than a distance of 30 feet from a lateral or rear property line, and not less than 50 feet from the street line in a built-up area.

8. While a minimum of 75 square feet of clear glass area is required for a classroom, it will be necessary to increase this area (inversely in proportion to the transmission factor) if coloured glass or other material is used.

Inspectorate . . . .

1964 REPORT ON ELEMENTARY SCHOOL CONSTRUCTION

1. New schools completed in 1964.

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost

2. Additions completed in 1964.

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost.

3. New schools under construction in 1964 but not completed

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost

Inspectorate . . . .

4. Additions under construction in 1964 but not completed.

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost.

5. New schools or additions for which tentative or final approval has been given but where construction has not started.

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost.

6. Building projects abandoned (after tentative or final approval has been received)

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost.

7. Portable classrooms

Name of Board	Number of New Portables 1964	Number of Portables Abandoned 1964	Total Number of Portables 1964

8. Converted areas

This list should include each area in existing schools which has been converted to serve a new purpose: e.g. classroom to office, office to classroom, home economics or industrial arts room to classroom, classroom to home economics or industrial arts room, etc.

Name of Board	Name of School	Original Use	Converted Use

Date . . . .

. . . .
Signature of Inspector.

ELEMENTARY SCHOOL BOARDS JANUARY, 1965
(To be returned to Department, January 15, 1965)

Inspectorate ....

Inspector ....

NAME OF BOARD(S)	SECRETARY OF BOARD	
	Name	Address

Special Report Regarding Use Of Curriculum I.12A
(Grade 7 Mathematics)

1. Name of Inspectorate: ....

....

2. (a) Number of Schools in the Inspectorate with at least one Grade 7 class .... __________

   (b) Number of Schools in which Curriculum I.12A is being followed in at least one Grade 7 class .... __________

3. (a) Approximate total Grade 7 enrolment in the Inspectorate .... __________

   (b) Your estimate of the percent of this enrolment that is following Curriculum I.12A during 1964-65 .... __________

   (c) Your estimate of the percent of the Grade 7 enrolment of your inspectorate that would follow Curriculum I.12A during 1965-66 if it continues to be optional for that school year .... __________

4. (a) Approximate number of Grade 8 classes in your inspectorate ..... __________

   (b) Your estimate of the number of these Grade 8 classes that are following Curriculum I.12A (Grade 7 Mathematics) during 1964-65, under those special provisions that are indicated in Memorandum 1(g), May 1964 (or on page one of the Grade 8 course outline Curriculum I.12B) .... __________

5. Remarks: ____

____

____

____

____

Date: __________________ ______________________
Inspector.

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO PROVINCIAL ELEMENTARY SCHOOL INSPECTORS

Re: Secretarial Assistants

With further reference to the Memorandum dated February 25, 1964, arrangements have been completed to bring the Inspectors' secretarial assistants, full-time and part-time, into the service of the Department on January 1, 1965. Initially, all secretarial assistants will be placed on the casual staff. It is expected, however, that the full-time employees will be taken on the regular classified staff on April 1, 1965, unless other arrangements have been made.

All secretarial assistants will be paid on regular Civil Service pay days, that is, the 9th and the 24th of each month, or on the closest day if the pay day falls on a week-end. In January, 1965, the pay days will be the 8th and 25th.

Inspectors are instructed to pay their secretarial assistants up to and including December 31, 1964, under the arrangements presently in effect. As the secretarial assistants will be paid in arrears, commencing January 1, 1965, their first cheques will not arrive until January 25, 1965, covering the period January 1 to January 15. On February 9, 1965, the cheques will cover the period January 16 to January 31.

TERMS OF EMPLOYMENT

A. Full-time secretarial assistants:

The following are the terms of employment for the full-time secretarial assistants:

1. The work week for full-time employees is set at 36¼ hours; that is, 7¼ hours per day.
2. Standard rates of pay, according to Civil Service Classification plans are as follows:

Clerical Typist 1	$2520	2640	2760	2880	3000

(Semi-annual increases)
Grade 10, preferably Grade 12
Typing 35 words per minute

Clerical Typist 2	$3000	3120	3240	3360	3480

(semi-annual increases to $3240)
as above, plus 2 years' experience

Clerical Stenographer 1 $2760 2880 3000 3120

(Semi-annual increases)
Grade 10, preferably Grade 12
Typing 35 words per minute
Shorthand 80 words per minute

Clerical Stenographer 2 $3240 3360 3480 3600 3750

(Semi-annual increases to $3480)
as above, plus 2 years' experience

3. Semi-annual and annual increases in pay will be made without the necessity of a request from the Inspector, but will require his approval. Change of classification, however, must be initiated by the Inspector, using Form PB-100. Record of Approval forms will not be used after January 1, 1965, for these purposes.

B. Part-time secretarial assistants:

1. Unless other arrangements have been approved, part-time employment will not exceed 20 hours per week.

2. The following hourly rates are all-inclusive, and employees will not be eligible for increases, sick leave credits or superannuation:

Clerical Typist 1	Clerical Typist 2	Clerical Steno 1	Clerical Steno 2
$1.65	$1.95	$1.75	$2.10

As for the full-time employees, recruitment by the individual Inspector must conform to the Civil Service Standards of education, experience, typing and shorthand speed.

3. The following benefits are included in the rate:

(i) vacation allowance of 4% will be paid on termination of employment
or
part-time employees who are on staff throughout the year will be entitled to two weeks' vacation at their normal rate of pay.

(ii) employees will be entitled to statutory holidays at their normal rate of pay.

C. Special Note:

In the near future the Inspectors will receive copies of the completed recommendation form (Form PB-100) on behalf of the secretarial assistants presently employed. These forms will show the classifications and rates of pay which were assigned on the basis of the information submitted earlier by the Inspectors.

INSTRUCTIONS TO INSPECTORS

A. Enclosed with this Memorandum are documents which are to be completed according to the instructions below and forwarded to the Superintendent of Business Administration as of January 1, 1965. (Only one set of documents is to be forwarded for each secretarial assistant.):

1. Report for Duty Form
2. Income Tax Form TD 1
3. One of O.H.S.C. Form 104 (from last employer - not enclosed herewith)
   O.H.S.C. Form 108 (Exemption Form)
   O.H.S.C. Pay Direct Premium Receipt (not enclosed)
4. Unemployment insurance book stamped up to December 31, 1964. (Unemployment insurance deductions are optional. If she wishes to contribute, her book must be submitted. If not, a signed statement to this effect must accompany the Report for Duty Form.

As of January 16, 1965, and on the 1st and 16th of ensuing months, the following document is to be completed, signed by the Inspector, and forwarded to the Superintendent of Business Administration: Requisition for Payment Form - in triplicate. This form shows the covering period, that is, the previous 1st to 15th, or 16th to 31st, the rate, and the gross pay for that period. For your information these salaries are charged against Vote 502, Item 02-01.

B. Physicians' Services Inc.

Secretarial assistants who presently belong to another P.S.I. group and who wish to transfer to the Department group, may forward the enclosed pink card to the Superintendent of Business Administration. Those wishing to join this group for the first time will have the opportunity at the next group opening, March, 1965.

PROCEDURE TO BE FOLLOWED FOR NEWLY-APPOINTED SECRETARIAL ASSISTANTS

On and after January 1, 1965, the Record of Approval Form will not be used in connection with the engagement of new secretarial assistants. In its place, the Inspector will submit to the Assistant Superintendent with whom he normally corresponds, the following forms:

PB 100 - Recommendation Form
CS 1 - Application Form (in duplicate)
PB 101 - Employees' Report (for full-time employees only)

All new secretarial assistants, engaged on and after January 1, 1965, will be required to submit the above-named documents.

G.L. Duffin
Superintendent of Elementary Education

December 7, 1964.

ONTARIO
DEPARTMENT OF EDUCATION

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

No.1: 1964-65

Re:
1. Daily Register for Elementary Schools
2. General Information
3. Information for Ontario Teachers' Federation
4. In-Service Training in Audio-Visual Methods
5. Junior Red Cross
6. Procedures in Administration
7. Safety of Pupils
8. Smoking and Health - Information Kits
9. Taxation of Unoccupied Lands Owned by School Boards
10. UNICEF - United Nations International Children's Emergency Fund
11. United Nations Day, October 24
12. Vacancies
13. You and the Law

1. Daily Register for Elementary Schools

The General Instructions for recording attendance in the 1964-69 edition of the Daily Register for Elementary Schools, pages 4 and 5, and the Specimen Pages 6 and 7 should be brought to the attention of teachers for the opening of the new school term. Particular reference should be made to Instruction No.13 on Page 5 which states that pages 27, 47, 67, 87 and 107 must not be cut. Each teacher should be asked to rule out or paste over the words "This Page should be cut here" and the dotted lines, which were inadvertently printed on pages 27, 47, 67 and 87.

2. General Information

The attention of each inspector is directed to the provisions of several general directions and rulings which continue to apply for the school year 1964-65. Particular attention is drawn to the following items of Memorandum No.2, September, 1963, which will apply with any necessary changes in dates:

Item No. 2 - Annexations, Amalgamations and Transfers of Areas
" 3 - Closing of Schools with Low Enrolment
" 9 - Family Allowance and School Attendance
" 10 - Inspection Reports to School Boards
" 11 - Insurance of School Buildings and Equipment
" 13 - Letters of Permission For Teachers
" 14 - Letters of Permission For Principals
" 15 - Monthly Personal Attendance Reports
" 17 - Occasional Teachers
" 18 - Ontario School Record Cards
" 19 - Payment of Occasional Teachers
" 20 - Publications Regarding Safety
" 21 - Religious Education
" 22 - Reporting Accidents
" 23 - Requests For Information and Material

Item No.25 - Teachers' Meetings
" 26 - The Teacher's Reference Library - The address is now 4 New Street
" 28 - Termination of Agreements Between Teachers and Boards
" 29 - Testimonials for Teachers
" 30 - Trustee Associations
" 33 - Warrants

3. Information for Ontario Teachers' Federation

Each inspector is requested to send to Miss Nora Hodgins, B.A., Secretary-Treasurer, Ontario Teachers' Federation, 1260 Bay Street, Toronto 5, as soon as possible, a list in duplicate giving the following information for each teacher in his inspectorate:

(1) Name
(Please indicate each beginning teacher with an "X")
(2) Address
(3) School
(4) Salary

It will not be necessary for the inspector to provide the secretaries of the affiliated bodies of the Federation with such lists, as Miss Hodgins will transmit one of the lists sent to her to the secretary of the affiliated body concerned.

4. In-Service Training in Audio-Visual Methods

A brochure entitled An Outline of Two Suggested Programmes for In-Service Training in Audio-Visual Methods of Instruction, is available upon request, from the Audio-Visual Education Branch, 559 Jarvis Street, Toronto, Ontario. Personnel from the Audio-Visual Branch are prepared either to assist in organizing and conducting local programmes of this nature or to suggest skilled resource persons who may be available as instructors.

5. Junior Red Cross

Enrolment forms for Junior Red Cross have been sent to each inspector who is asked to forward them to the schools in his inspectorate. The Department encourages Junior Red Cross as an in-school activity and inspectors are asked to give this organization their wholehearted support and to encourage teachers to enrol their classes. The enrolment forms should be sent by the teacher sponsors direct to the Director of Junior Red Cross, 460 Jarvis Street, Toronto 5.

The ideals upon which Junior Red Cross is founded should be part of the educational background of each pupil in the schools. Junior Red Cross members pledge to be of service to others, to country and to community and to school. They believe in healthy minds and bodies and in better human relations throughout the world.

The field supervisors of Junior Red Cross will continue to visit classrooms to stimulate interest and acquaint pupils with the projects which they are supporting. Invitations from inspectors who wish to have one of the field supervisors or the Director hold a workshop on Junior Red Cross with a group of teachers in an inspectorate, will be welcomed.

6. Procedures in Administration

A - Covering letters need not be used to accompany forms which are clearly addressed to an official or a branch of the Department unless additional pertinent information is necessary.

B - Travelling and office expense accounts are to be addressed to the Superintendent of Business Administration. Please note that single spacing is requested for travelling expense account claims. Provincial public school inspectors who are engaged in the territorial districts, and Provincial separate school inspectors are to submit their accounts on the 15th of the month, and an additional account on March 31, the end of the fiscal year. All other Provincial inspectors will submit accounts at the end of each month.

C - The request is made that each letter to the Department be organized and typed so that one sheet only is required. It is agreed that there will be exceptions but these should be rare.

D - In any one letter to the Department only one topic is to receive consideration in order that filing may be expedited.

E - The Department's files are compiled annually for boards and perpetually for teachers. It is important that any correspondence to the Department refer in the heading or in the first paragraph to the particular topic.

F - Requests for new telephone service or changes in telephone service must be placed on requisitions. Requests for printing orders are to be placed on a requisition with no other items.

7. Safety of Pupils

Section 21 of Regulation 81, Elementary Schools - General, provides that every pupil shall be responsible to the principal for his conduct on the school premises. It would appear reasonable for a parent to assume that when his child has reached school he will be under the direction and control of the principal until such time as he is dismissed and leaves the school premises.

A pupil who normally remains at school for his lunch period would appear to be responsible to the principal during this period. If such pupil leaves the school premises at noon hour it would seem that he should have the authority of his parent in writing, for presentation to his principal, who would otherwise insist that he remain on the school premises.

The Department is concerned with the need for constant teaching of safety and not only for the legal responsibility there may be when accidents happen. A recent death of a pupil who made a careless turn on his bicycle into the path of an oncoming car points up the necessity of teachers and parents continually bringing to the attention of pupils the necessity of emphasizing safety practices with their pupils.

The Inspectors are asked to remind teachers of their responsibility in this matter in the first circular for the new school term with particular emphasis on the prohibition of the use of bicycles on certain high speed highways and busy thoroughfares.

The attention of boards should be drawn to the necessity of providing safe play areas which are separated from the embarkation and dispatching areas used by school buses.

8. Smoking and Health - Information Kits

The Department of National Health and Welfare, Ottawa, has made available to the Department of Education certain pamphlets, booklets, pictures and posters relating to Smoking and Health.

These have been assembled in kits which will be sent during the latter part of September 1964 to elementary school inspectors for distribution on the basis of one per teacher.

Some of the materials are more suitable for the use of secondary than of elementary school teachers. However, it is felt that all materials should be placed in the hands of every teacher to be used at the discretion of the individual according to the grade level taught.

9. Taxation of Unoccupied Lands Owned by School Boards

The Supreme Court of Canada has delivered a judgment dated June 3, 1964, in the case of the Board of Trustees of the Roman Catholic Separate School for the Union School Section No.11 of the Township of Seneca and the Village of Cayuga vs. The Corporation of the Township of Seneca.

This case deals with the question whether property owned by a school board, but no longer used for purposes of a school, is subject to or exempt from taxation. The matter, originally came before Chief Justice McRuer who held that such property was exempt from taxation. His Order was reversed by the Court of Appeal for Ontario. The Judgment of the Supreme Court of Canada has now set aside the judgment of the Court of Appeal and restored the Order of the Chief Justice.

The importance of the decision to all school boards lies in the fact that it holds, in effect, that unoccupied lands owned by boards are exempt from taxation under Section 4(9) of The Assessment Act.

10. UNICEF - United Nations International Children's Emergency Fund

UNICEF (United Nations International Children's Emergency Fund) is a branch of the United Nations Association devoted to the welfare of the world's children, and is regarded as a children's crusade for children and by children.

This is being brought to your attention with the clear understanding that this programme is not in any way to be introduced into the elementary schools without the consent of the school boards concerned.

11. United Nations Day, October 24

The General Assembly of the United Nations has designated October 24 as United Nations Day, a day for making the aims and activities of the United Nations better known to the peoples of the world. It has been said that the UN represents man's best hope for a peaceful and co-operative world.

The observance of United Nations Day by the pupils in the junior and intermediate divisions of the elementary schools might well be held on Friday, October 23, 1964 and include reference to the many achievements of the United Nations in the last nineteen years, the basic aims of the organization, the responsibilities of Canadians as citizens in a member nation, and the hopes that the United Nations Organization holds for the future.

12. Vacancies

Each inspector is asked to report to this office by Friday, September 11, if there are teacher vacancies still existing in his inspectorate. Nil reports are not required.

13. "You and the Law"
A fifteen page booklet for teen-agers, entitled "You and the Law" is available from the secretaries of Kiwanis Clubs in Ontario. The secretary of the club which is nearest to any school will be pleased to furnish one or more copies upon the request of the principal. If the principal is not aware of a Kiwanis Club that may be located near his school, he may write direct to Mr. F. Peace, President, The Kiwanis Council of Metropolitan Toronto, 14 Otter Crescent, Toronto 12.

G.L. Duffin
Superintendent of Elementary Education.

August 7, 1964.

V

ONTARIO
DEPARTMENT OF EDUCATION

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

No. 2(a), August, 1964.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

The inspectors are asked to bring the following items to the attention of the principals of the elementary schools at an early date in September:

1. Youth Allowances Act

In July, 1964, the Parliament in Ottawa passed an act known as the Youth Allowances Act. This legislation provides for an allowance of ten dollars per month, payable to parents, for children sixteen and seventeen years of age who are in full-time attendance at school. The Minister of National Health and Welfare has requested the co-operation of the Ontario Department of Education and of educational officials throughout the province.

Specifically, because the group of children covered by the Youth Allowances Act is beyond compulsory school attendance age and because there must be some confirmation that a child is actually in full-time attendance at school, a certificate to be signed by an official of the school the child is attending has been incorporated in the application form for Youth Allowances. Consequently, although parents will be sending application forms to the school early in September, principals or vice-principals are requested to complete Section 5 of these forms promptly in order that parents may receive the first payments about the end of September, 1964. If a pupil enrols at any time during any month after the regular opening date of school the month of enrolment should be indicated. The amount of work involved for a school official has been kept to a minimum.

2. Canadian Junior Red Cross

The principal is requested to forward all enrolment forms for his school to Canadian Junior Red Cross in one envelope. This will enable the Canadian Junior Red Cross to ship all individual supply envelopes for one school in one package by express. The pressure in the Junior Red Cross office during the Fall months would be greatly relieved and teachers would receive their supplies in good condition at an early date.

3. Daily Register

Please refer to item 16 of General Instructions For Recording Attendance on Page 5. Teachers in charge of ungraded classes may arrange the names as they see fit. Where non-resident pupils are enrolled it may be more convenient to list these pupils as a separate group on the page.

G.L. Duffin
Superintendent of Elementary Education.

August 27, 1964.

Dr. Brown

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

No. 3: 1964-65

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS

Re:
1. Daily Register
2. Examination, Elementary School Inspector's Certificate
3. Honorarium for Trustees
4. List of Publications - Department of Lands and Forests
5. Suggestions for the Layout and Construction of Schools in Ontario - Interim Suggestions - Library Facilities
6. Teacher's Identification (Superannuation) Number

1. Daily Register

(a) Kindergarten Attendance

Separate registers are to be kept for each kindergarten class.

(i) Where a class attends half-days only the absence for the other half of the day will not be indicated and the teacher will write at the bottom of the page as follows, "This class attends in the morning only" or "afternoon only" as the case may be. The totals for this class are to be divided by two and shown accurately at the bottom of the page.

(ii) Where a class attends all day on two or three days a week only, indicate the days on which the pupils do not attend by writing the words "class closed" in the column for that day, and write at the bottom of the page the following statement, "This class attends all day on ____________ and ____________." In this case the teacher will not divide the attendance by two.

(b) New Admissions

There is no provision on the monthly page in the register for a summary of pupils who are entering school for the first time. In order that uniformity may be maintained you are asked to advise teachers and principals to include such admissions under the heading Admissions A-School.

2. Examination, Elementary School Inspector's Certificate

The written examination for this certificate will be held on Monday morning, February 22, 1965. The oral examination will be held during the period February 15 to March 5, 1965. The inspectors are asked to bring this information to the attention of any teachers who may be concerned. An application for the examinations should be forwarded to the Deputy Minister of Education by December 1, 1964.

3. Honorarium for Trustees

The new Section 36 of The Schools Administration Act which permits a board with more than three trustees to pay an honorarium for trustees comes into force on January 1, 1965.

The inspectors are asked to advise boards of trustees of the provisions of Section 408 of The Municipal Act which reads as follows: "Notwithstanding the other provisions of this Act or any other general or special Act, where an elected member of a council of a municipality or a local board, as defined in The Department of Municipal Affairs Act, is, under a by-law or resolution of the council or such local board, paid a salary, indemnity, allowance or other remuneration, one-third of such amount, but not exceeding $2,000, shall be deemed to be for expenses incident to the discharge of his duties as a member of the council or such board. R.S.O. 1960, c.249, s. 408."

OVER.......

4. List of Publications - Department of Lands and Forests

Arrangements have been made with the Department of Lands and Forests for a distribution of a booklet giving a list of the publications of that department, on the basis of two copies per school. The booklets will be sent directly to the office of each inspector and it will be appreciated if the distribution as suggested above may be made.

5. Suggestions for the Layout and Construction of Schools in Ontario - Interim Suggestions - Library Facilities

Interim Suggestions for the layout and construction of library facilities for elementary schools, dated June 26, 1964, have been adopted and are enclosed. It is suggested that these be added to Suggestions for the Layout and Construction of Schools in Ontario, Third Edition, June 1962, for reference.

6. Teacher's Identification (Superannuation) Number

The inspectors are asked to include the following notice in their next memorandum to teachers and to use the teacher's identification number in their correspondence with the Department about that teacher.

> "In the tens of thousands of active files of teachers in the Department, a surprising number of exact name duplications occur. Many files are now listed by Teacher's Identification Number rather than by name to gain the advantages of modern filing procedures.
>
> Therefore it is essential that teachers insert their Teacher's Identification Number at the upper right-hand corner of any letter or form submitted to the Department."

G. L. Duffin

Superintendent of Elementary Education.

October 23, 1964.

ONTARIO
DEPARTMENT OF EDUCATION

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO THE PROVINCIAL ELEMENTARY SCHOOL INSPECTORS

I am pleased to advise you that the Civil Service Commission has announced the following revision of the Compensation Rates for Elementary School Inspectors, effective April 1, 1964:

Old Rate: $10,000 - $10,500 - $11,000 - $11,500 - $12,000

New Rate: $11,000 - $11,500 - $12,000 - $12,500 - $13,000

G. L. Duffin
Superintendent of Elementary Education.

December 21, 1964.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO PROVINCIAL ELEMENTARY SCHOOL INSPECTORS

Re: Expense Accounts

1. The statement of travelling expenses is not a record of the inspector's activities during the month. Where no travelling takes place because the inspector is engaged in office work, no record of this is to be shown on the statement.

2. Expenditures for noon-day luncheons are recognized only where the inspector is absent at noon from his office location. Expenditures for noon-day luncheons are not recognized where the inspector is inspecting a school in his home locality and where the distance is so short that it would be reasonable to expect that he would travel home for lunch. Expenditures for meals are to be itemized and indicated in the space provided and carried to the right for the total for the day. Gratuities are to be shown separately.

3. Mileage is computed from the inspector's office location. Where vicinity mileage applies it is to be shown separately. Mileage charges are computed at the end of the period on the form, not daily.

4. In order that the account for travelling expenses may be limited to one page if possible, it is to be completed by single space typing. Thus the spaces formed by the horizontal lines may contain the details for more than one day. Please see the note on the Form and instructions on the reverse side.

5. Hotel or motel receipts must be on the official form which is issued by the hotel or motel at the time the account is paid and which has the name of the establishment printed or rubber stamped thereon.

6. A receipt is required for taxi or airport limousine fares of $2.00 or more.

7. Unless prior approval for the specific expenditure has been granted by the Department on a Record of Approval, the only expenditures that may be included on the statement of office expenses are those for telephone, postage, post office box rental, washroom supplies and typewriter inspection; and for light, heat, water, janitor services and office accommodation where Departmental approval has been granted.

8. Form BA-11B is to be used to record office expenditures.

9. The account for office rent must reflect exactly the amount previously approved by the Department on a Record of Approval.

10. Public school inspectors in the counties are to submit their accounts monthly at the end of each month. Public school inspectors in the districts and separate school inspectors are to submit their accounts monthly at the 15th of each month, with an additional account for the period March 16-31, at the end of the fiscal year. All accounts are to be directed to the Superintendent of Business Administration. Any correspondence about accounts is to be directed to this office.

G.L. Duffin

Superintendent of Elementary Education.

TORONTO 12, January 4, 1965.

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS IN CHARGE

Two copies of this memorandum are being sent to you. Please complete and return one copy to me not later than January 31.

G.L. Duffin
Superintendent of Elementary Education.

January 4, 1965.

TO THE SUPERINTENDENT OF ELEMENTARY EDUCATION

1. Number of full-time classroom teachers, including principals and auxiliary class teachers, in this inspectorate as of January 4, 1965. (Supervising principals, music supervisors and part-time teachers are not included.). ....

2. Number of Boards of Trustees in this inspectorate as of January 4, 1965. ....

3. Number of open schools in this inspectorate as of January 4, 1965. ....

4. Number of teachers of Indian Schools in this inspectorate as of January 4, 1965. (These are not included in Items 1 or 5). ....

5. Anticipated number of full-time classroom teachers, including principals and auxiliary class teachers, in this inspectorate as of September 7, 1965. (Supervising principals, music supervisors and part-time teachers are not included.). ....

....
Inspector

....
Inspectorate

Date....................................

No. 5: 1964-65

ONTARIO

DEPARTMENT OF EDUCATION

44 Eglinton Avenue, West,
Toronto, 12, Ontario.

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS.

Re: Elementary School Construction, 1964.

1. Two copies of the form for reporting elementary school construction in 1964 are enclosed. You are asked to complete and forward to the Department on or before November 27, 1964, one copy for your inspectorate. The second copy of the report should be retained for future reference.

2. Before completing the report for 1964, please refer to last year's report. This will ensure that a new school or addition reported as completed in 1963 will not be reported again this year. A building project which has reached any level of approval (tentative, sketch plan, final plan, or final) must be carried forward in the annual reports until it is either completed or abandoned.

3. Please note that the last column in the report is for the estimated total cost. This is not necessarily the amount given final approval or the amount of the contract only. Normally the estimated total cost corresponds closely with the cost indicated when final approval was requested.

G L Duffin
Superintendent of Elementary Education.

Toronto, 12, October 23, 1964.

No.6: 1964-65
Elementary

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ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO THE INSPECTORS

Re: School Group Visits to Upper Canada Village

1. The St. Lawrence Parks Commission has advised the Department that it is particularly interested in organized school groups obtaining the maximum possible educational benefits from a visit to Upper Canada Village. In view of its experience since 1961 with an average of 20,000 pupils per season, the Commission has advised the Department that school groups that arrive at the Village with adequate supervision and with sufficient preparation gain the most from the visit.

2. During 1965, school group visits to Upper Canada Village may be arranged for the periods May 16 to June 30, and from September 7 to October 15. All group visits must be arranged with the Special Events Officer, The St. Lawrence Parks Commission, P.O. Box 340, Morrisburg, at least three weeks in advance of the date of the proposed visit. Alternative dates should be indicated as well as the name and address of the school, the total number in the group, the time of arrival, and the name of the person in charge. If eating facilities are desired, this fact should be stated in the application.

3. A teacher or supervisor for each fifteen students will be required, and some school study of Upper Canada Village prior to the visit will be found to be desirable if the maximum benefits of the trip are to be enjoyed. The Commission has printed information available and will forward it on request.

4. The conduct of the children is the full responsibility of the teachers or supervisors in charge. It is important that adequate supervision be maintained in order that all may benefit from this educational experience.

5. A minimum of two hours is required for a visit to the Village, with a period of four hours being preferable for more detailed study. It is recommended that pupils from Grade 7 up be given first consideration when a visit is planned. Several facilities for food are available.

6. The Inspector is asked to make the information contained in this memorandum available to any school in his inspectorate that may be contemplating a school group visit to Upper Canada Village in 1965.

G.L. Duffin
Superintendent of Elementary Education.

November 20, 1964.

No.7: 1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS

Re: Enclosed Questionnaire Regarding the Extent of Use of Curriculum I.12A

1. The Deputy Minister's Circular 1963-64:52 of February 25, 1964, which was distributed at the same time as Curriculum I.12A (Mathematics for Grade 7), pointed out that, beginning in September of 1964, a school principal could "introduce the new course in some or all of the Grade 7 classes in his school", or "postpone introduction to some later date". Memorandum No.1(g), May 1964, from this office, announced some special provisions for the use of the new course during 1964-65 in Grade 8.

2. Circular 1963-64:52 also stated: "No decision has been made as to when the Mathematics course now outlined in Curriculum I:1 will be withdrawn".

3. The inspectors are now being asked for certain information that will assist the Department in making a decision on the time of withdrawal of the Mathematics courses in Curriculum I:1. Each inspector in charge is asked to complete the enclosed questionnaire and return one copy to this office, as soon as possible, but not later than December 18, 1964.

4. The questionnaire has been constructed so that the information regarding the number of schools and of pupils enrolled may be obtained readily from Section C on Page Two of Form Stat 32 "Elementary School Principal's September Statistical Report." In addition, the words "approximate" and "estimate" have been used deliberately in order to make the completion easier.

G. L. Duffin
Superintendent of Elementary Education.

November 27, 1964.

No.8: 1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS

Re: 1. Elementary School Construction Policy, November 1964
2. Formation of New Sections in Territory without Municipal Organization
3. Industrial Arts Equipment
4. Inspection Reports of Indian Day Schools
5. Inspection Reports Prior to 1933
6. Junior Red Cross
7. Lands and Forests Booklet "Our Forests are Burning"
8. Names and Addresses of Secretaries of all Public School and R.C. Separate School Boards, and Boards of Education
9. The Young Naturalist

1. Elementary School Construction Policy, November 1964

The policy regarding the payment of legislative grants on expenditure for elementary school accommodation has been revised and a new eight-page pamphlet dated November, 1964, has been prepared for distribution to the inspectors. On receipt of this new edition the pamphlet that was forwarded with Circular No.2(i) December, 1963, should be destroyed, and the present edition kept with the inspector's copy of Suggestions for the Layout and Construction of Schools in Ontario, Third Edition, June 1962.

2. Formation of New Sections in Territory without Municipal Organization

It is suggested where a new school section has been established in territory without municipal organization that, in addition to the notices of meetings to elect trustees which the inspector causes to be posted in at least three public places, he should, in addition, make use of other media such as the newspaper, radio, or T.V., to give adequate notice of the meeting, as he sees fit.

3. Industrial Arts Equipment

The list of equipment that should be provided in an Industrial Arts classroom has been revised and may be obtained by application to Mr. D.W. Gordon, Inspector of Industrial Arts, Department of Education, 40 Eglinton Avenue E., Toronto. An inspector may wish to secure a copy of the list of equipment for any board that may be considering the provision of facilities for this subject in a new centrally located graded school.

4. Inspection Reports of Indian Day Schools

Each provincial public or separate school inspector who has been charged with the responsibility of inspecting Indian Day Schools under the arrangements made by this Department with the Indian Affairs Branch, is asked to forward four copies of his report to this office. With effect from January 1, 1965, it will no longer be necessary for the provincial inspector to forward copies of the report to any other source. The necessary distribution of copies of the report to the officials of the Indian Affairs Branch will be made from this office.

5. Inspection Reports Prior to 1933

The provincial archivist is interested in the inspection reports made to school boards during the early years of the province's history. The inspectors are asked to advise this office of the inspectors' file copies of inspection reports for the years prior to 1933, that may still be stored in the inspectors' offices. It is suggested that the replies be

(over)

sent to this office in a separate letter dealing with that topic only, and indicating the extent of the reports that may be available. The replies should be forwarded by December 31. The provincial archivist will be advised of the records that are available and the inspectors will be advised later if the reports should be forwarded.

6. Junior Red Cross
The Advisory Committee of the Ontario Junior Red Cross wishes the inspectors to be made aware that girls and boys who are eighteen years of age and under, and whose parents are financially unable to meet the cost of necessary drugs and treatment, may receive help and treatment from the Fund For Needy Children at Home and Abroad. This fund has been established by the contributions of Junior Red Cross members of the Elementary and Secondary Schools.

Many types of aid are given and include hearing aids, medication, special diet foods, dressings, glasses, orthopaedic shoes, orthodontia treatment and the loan of wheelchairs and crutches. The Committee has several audiometers that can be loaned to school inspectors for periods of three months each on request.

The inspectors are asked to get in touch with Mrs. O.C. Herrington, Director of Junior Red Cross, 460 Jarvis Street, Toronto 5, if there is a case of need in his area that would appear to come within the above general provisions, or which should be brought to the attention of the Advisory Committee for special consideration.

7. Lands and Forests Booklet "Our Forests are Burning"
The Department of Lands and Forests has prepared a new booklet, in its series about conservation, entitled "Our Forests are Burning". It is considered that the booklet will be useful to teachers of Grades 7 and 8 as source material, and arrangements have been made for copies to be sent by the Department of Lands and Forests to the Inspectors at an early date. Sufficient copies are being sent for two copies for each Grade 7 and for each Grade 8 classroom in each inspectorate. The inspectors are asked to have them sent to the schools for the use of Grade 7 and 8 teachers at a conveniently early date.

8. Names and Addresses of Secretaries of School Boards
Effective January 1, 1965, many new township school areas and combined R.C. separate school zones will come into existence. The boards for these new areas will be organized at an early date in January, and it is desirable that the Department be advised as soon as possible, of the name of the secretary of the board, and of his address. Accordingly, each inspector in charge is asked to complete the enclosed questionnaire and return it to the Department by January 15, 1965, whether the name of the secretary of the board is available at that date or not. The further details may be sent later. Even though there are not likely to be many changes in the municipal inspectorates from September, 1964, it will be appreciated if the information may be sent by the municipal inspectors also so that the records may be complete.

Please indicate with an asterisk if there is no change in the name of the board, and its secretary, and in his address, from your report for the Blue Book for 1964-65.

9. The Young Naturalist
The Federation of Ontario Naturalists began the publication in February, 1959, of The Young Naturalist in a programme of interesting young people in natural history and the world of the outdoors. This four-page newspaper published eleven times a year may be obtained at the subscription rate of $1.00 per year from the Federation of Ontario Naturalists, 170 The Donway West, Suite 301, Don Mills. It is suggested that this publication may be of interest and value to teachers and pupils in the junior and intermediate grades.

G.L. Duffin

November 27, 1964.

Superintendent of Elementary Education.

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM

Re: Changes on Form 31, Inspectorates and Inspectors, September, 1964

1. Page 1 - Departmental Officials
   Dr. R. Gauthier retired October 31, 1964

2. Cornwall
   A.E. Kelley, B.A., M.Ed., is Superintendent of Public Schools

3. Page 2 - Metropolitan Toronto No. 1 (Etobicoke)
   J.R. Lawrence, B.A., B.Paed., appointed Public School Inspector, Jan. 1, 1965.

4. Page 3 - Sault Ste. Marie
   N.S. Currie, B.A., B.Ed., appointed Public School Inspector, Oct. 15, 1964
5. J. Pace, B.A., M.Ed., appointed Public School Inspector, January 1, 1965.

6. Page 4 - Haldimand No. 1
   T.R. Brown, B.A., M.Ed., passed away November 27, 1964
7. J. Fransen, B.A., M.Ed., from Brant No. 1 placed in charge temporarily

8. Page 5 - Huron No. 3 has been renamed Huron No. 3 and Lambton No. 4

9. Middlesex No. 2 and Oxford No. 4 has been renamed Middlesex No. 2, Oxford No. 4
   and Elgin No. 3

10. Norfolk Nos.1&2 office address changed from 19 Colborne St. N. to 25 Water St.

11. Oxford No. 1 office address is now 954 Dundas Street

12. Prescott No. 12
    J.O. Pelletier, B.A., B.Paed., replaces G.C. Filion, B.A., M.Ed.

13. Page 6 - Wellington No. 4, Huron No. 4 and Perth No. 3 office telephone number is 1306

14. Algoma No. 5
    Delete Algoma No. 5 which was annexed to Sault Ste. Marie on January 1, 1965

15. Page 7 - Nipissing No. 5
    J.W. Trusler, B.A., M.Ed., retired Dec. 31, 1964, Messrs. McCluskie and Lawless
    in charge until July 31, 1965.

16. Sudbury No. 13 office address changed from 172 Elm St. W. to 164 Elm St. E.
17. J.R. Potvin, B.A., M.Ed., replaces J.O. Pelletier, B.A., B.Paed.

18. Chatham Division office address should read 35 East Market Sq., Chatham

19. Hawkesbury Division
    J.O. Pelletier, B.A., B.Paed., transferred from Sudbury Division No. 3

20. Page 8 - Ottawa Division No. 1
    Dr. L. Desjarlais resigned
21. G.C. Filion, B.A., M.Ed., transferred from Hawkesbury Division to replace
    H.W. Cyr, M.A., B.Paed. who has been assigned other duties

22. Ottawa Division No. 7
    G.C. Filion, B.A., M.Ed., transferred from Hawkesbury Division

No.9:1964-65
Elementary

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE INSPECTORS

The Minister of Education has announced that the policy of establishing a Committee of Selection at each Provincial Teachers' College will continue in 1965. The Principal of the Teachers' College is chairman of the Committee, and the members are drawn from the staff of masters of the Teachers' College, local inspectors of public and separate schools, and local members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or by representatives of this Committee.

Certain inspectors have been named as members of the Committee of Selection at each Teachers' College. It may be necessary, however, for the Committees to ask other inspectors of public and separate schools to interview candidates for Teachers' College admission who cannot be conveniently interviewed by a member of the Committee of Selection. Inspectors are asked to assist in this way if requested to do so by the Principal of the Teachers' College, who will be able to supply full information regarding the conduct of the interview and the brief report required.

Your full co-operation will be appreciated.

G.L. Duffin
Superintendent of Elementary Education.

Toronto 12, December 7, 1964.

To be completed by each provincially employed inspector. One copy to be sent to the Department by January 31, 1965.

G.L. Duffin

ONTARIO
DEPARTMENT OF EDUCATION
44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

CENTRAL SCHOOL REPORT AS OF JANUARY 4, 1965

Notes: 1. Central schools which will begin operating in January 1965 are to be included.

2. For purposes of this report a central school is a school of two or more classrooms, including a former consolidated school, which is attended by pupils who were formerly served in another school which has been closed or has been abandoned by the board of this school or by the board of another section or separate school area.

3. A central school includes a school in an urban municipality which serves an area outside the urban municipality from which children attend the urban school either by agreement between the boards or because one board administers both the urban municipality and the outside rural area and the school in the outside rural area has been closed. It does not include an urban school which serves only pupils from the urban municipality, or an urban school serving a rural area which is in union with the urban municipality.

Inspectorate ....

Inspector ....

A. Number of central schools in operation January 4, 1964 in this inspectorate:

of 2 classrooms . . . . . .   of 6 classrooms . . . . . .

of 3 classrooms . . . . . .   of 7 classrooms . . . . . .

of 4 classrooms . . . .   of 8 classrooms . . . .

of 5 classrooms . . . . . .   of over 8 classrooms . . . .

Total number of central schools . . . .

B. (i) Total number of classrooms in these central schools . . . . . .
(ii) Total enrolment in these central schools . . . . . .
(iii) Number of pupils transported to these central schools . . . . . .

C. Number of Schools closed on establishment of these central schools:
(i) closed schools of one room . . . . . .
(ii) closed schools of two rooms . . . . . .
(iii) closed schools of three rooms . . . . . .

D. Number of non-central schools being operated:
(i) of one classroom . . . .
(ii) of two classrooms . . . .
(iii) of three classrooms . . . .

E. Number of central schools, included in total in A, which have been put into operation since January 1, 1964. . . . . . .

No. 10:1964-65
Elementary

CONFIDENTIAL

ONTARIO
DEPARTMENT OF EDUCATION

OFFICE OF THE
SUPERINTENDENT OF
ELEMENTARY EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY
SCHOOL INSPECTORS:

Re: Teacher Ratings

1. Categories

In order to provide a more effective method of rating teachers it has been decided to establish a system of seven categories similar to that used by the Secondary Education Branch.

ABOVE AVERAGE	7 - Outstanding 6 - Excellent	BELOW AVERAGE	2 - Poor 1 - Very poor or Failure
AVERAGE	5 - Very good 4 - Good 3 - Fair		

2. Not later than the 31st of January 1965, the inspector will rate each teacher in his inspectorate. The rating will be entered on the Teacher's Record Card together with the date on which it was made. Ratings should be reviewed after each inspection and revised where necessary.

3. Numerical ratings for a beginning teacher should be preceded always by a capital B. B.4 means a good average teacher compared with beginners only. B.3 means a fair teacher compared with beginners only. A teacher with less than two years of teaching experience is to be considered a beginning teacher.

4. The rating should be considered a professional assessment that can be best interpreted by another professional person. For this reason the ratings are considered to be confidential and to be given only to another inspector, not to a school board or to a Federation official.

5. Each teacher rated 1 or 2 is to be made aware, in writing, that he has been rated poor or very poor. (This was requested by the Ontario Teachers' Federation and approved by the Minister.)

6. A rating of at least 3 is required before a recommendation for a permanent certificate is made.

7. "Specifications" for categories

Rating 7 - Outstanding

An outstanding teacher and educational leader, whose influence extends beyond his own school. A person who is a credit to the profession who displays fine personal qualities and scholarship.

cont'd............

Rating 6 - Excellent

An excellent classroom teacher who organizes his work well, teaches with ease, skill and precision and exerts an excellent influence on his pupils. This is the teacher who does superior work in school, who is willing to accept responsibility and is highly prized by his principal.

Rating 5 - Very good

A very good teacher who may range from good to excellent in the various phases of his work with the overall level well above average.

Rating 4 - Good

A steady, dependable teacher. His teaching skills are satisfactory although he may have some weaknesses. He gets good results. He is a good staff member and exerts a good influence in the school.

Rating 3 - Fair

A fair but usually dull teacher, lacking imagination and inspiration. He plods along and gets reasonable results. If he is an older teacher he will probably continue his routine performance until retirement. On the other hand if he is a beginner he has made a reasonably *fair* start and can be expected to improve.

Rating 2 - Poor

A weak teacher below the acceptable level. This teacher should not be recommend for a permanent certificate.

Rating 1 - Very poor or Failure

This rating should be assigned only after determined efforts to help the teacher have not produced acceptable results. The teacher will have been made well aware of the weaknesses in his teaching and will have received concrete suggestions with respect to improvements.

8. All or some of the following symptoms will be evident in the classroom of teachers rated 1 or 2.

    (a) Disorderly conduct of pupils.
    (b) Low level of pupil interest.
    (c) Poor group relations among pupils.
    (d) Test results considerably below those expected of pupils.
    (e) Excessive truancy and unlawful absence among the pupils.
    (f) Failure of pupils to complete assignments.
    (g) Evidence of lack of basic knowledge by teacher.
    (h) Evidence of poor planning and sketchy preparation.
    (i) Poorly phrased questioning by teacher.
    (j) Emotional instability and physical fatigue.
    (k) Poor personal relationships between teacher and associates or parents.
    (l) Limited participation by teacher in extra curricular activities.
    (m) Evidence of poor 'housekeeping'.

During the spring of 1965 the inspector will be required to complete a summary for his inspectorate indicating the number of teachers in each category in order that a study of the distribution can be made.

G.L. Duffin
Superintendent of Elementary Education.

TORONTO 12, December 16, 1964.

No.11:1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION
44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO
ELEMENTARY SCHOOL INSPECTORS

Re: 1. Annual Financial Reports of School Boards
2. Changes on Form 31, Inspectorates and Inspectors, September,1964
3. Elementary School Teacher-Librarians' Summer Course
4. Fellowships for Graduate Study in Education
5. The Research Committee of the Ontario School Inspectors' Association
6. 101 Books for Children

1. Annual Financial Reports of School Boards

Where a board's Annual Financial Report shows a transaction which requires the processing of special forms, e.g.: sale of a school site, Form Bldg.10; purchase of a school site, Form Bldg.9; a capital expenditure from current funds, Form G60 where applicable, etc., the inspector is asked to ensure that the special form has been forwarded to the Department. If the special form has to be requested when the A.F.R. and Grant Application are being processed, unnecessary delays result.

2. Changes on Form 31, Inspectorates and Inspectors, September, 1964

Page 1 - Departmental Officials
Dr. R. Gauthier retired October 31, 1964.
Cornwall
A.E. Kelley, B.A.,M.Ed., is Superintendent of Public Schools.

Page 2 - Metropolitan Toronto No.1 (Etobicoke)
J.R. Lawrence,B.A.,B.Paed.,appointed Public School Inspector, January 1, 1965.

Page 3 - Sault Ste. Marie
N.S. Currie,B.A.,B.Ed.,appointed Public School Inspector, October 15, 1964.
J. Pace, B.A.,M.Ed., appointed Public School Inspector, January 1, 1965.

Page 4 - Haldimand No. 1
T.R. Brown, B.A.,M.Ed., passed away November 27, 1964.
J. Fransen, B.A.,M.Ed., from Brant No.1 placed in charge temporarily.

Page 5 - Huron No. 3 has been renamed Huron No.3 and Lambton No.4.
Middlesex No.2 and Oxford No.4 has been renamed Middlesex No.2, Oxford No.4 and Elgin No.3.
Norfolk Nos.1 & 2 office address changed from 19 Colborne St.N.to 25 Water St.
Oxford No.1 office address is now 954 Dundas Street.
Prescott No.12
J.O. Pelletier,B.A.,B.Paed., replaces G.C.Filion,B.A.,M.Ed.

Page 6 - Wellington No.4, Huron No.4 & Perth No.3 office telephone number is 1306.
Algoma No. 5
Delete Algoma No.5 which was annexed to Sault Ste. Marie on January 1, 1965.

Page 7 - Nipissing No. 5
J.W. Trusler, B.A.,M.Ed., retired December 31,1964. Messrs.McCluskie and Lawless in charge until July 31, 1965.
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J.R. Potvin, B.A., M.Ed., replaces J.O. Pelletier, B.A.,B.Paed.
Chatham Division office address should read 35 East Market Sq., Chatham.
Hawkesbury Division
J.O. Pelletier, B.A.,B.Paed., transferred from Sudbury Division No.3.

Page 8 - Ottawa Division No.1
Dr. L. Desjarlais resigned.
G.C. Filion, B.A.,M.Ed., transferred from Hawkesbury Division to replace H.W. Cyr, M.A., B.Paed. who has been assigned other duties.
Ottawa Division No.7
G.C. Filion, B.A., M.Ed.,transferred from Hawkesbury Division.

Over. . . .

Page 8 - Sudbury Division Nos. 2 and 3
Office address changed from 172 Elm St. W. to 164 Elm St. E.
Sudbury Division No.3
J.R. Potvin, B.A.,M.Ed., transferred from Sudbury Division No.6.
Sudbury Division No.6
E.E.J. Guy, B.A., appointed January 1, 1965.
Toronto Division No.1
W.A. Hayden, M.A., retired September 11, 1964.
R.C. Separate School Inspector Without Designated Area
J.G. Guindon, B.A., appointed January 1, 1965.

3. Elementary School Teacher-Librarian's Summer Course
It is expected that the Elementary School Teacher-Librarian's Summer Course will again be offered in 1965. It will not be possible for candidates to apply for admission to the course until the official announcement has been sent to the schools but as pre-reading is a requisite of the course, the inspectors are asked to advise any prospective candidates that the pre-reading list is now ready and may be obtained from Miss Barbara J. Smith, Director, Elementary School Library Services, Department of Education, 44 Eglinton Ave. W., Toronto 12.

4. Fellowships for Graduate Study in Education
The enclosed announcement by the Ontario College of Education of Fellowships available in 1965-66 for graduate study in education is forwarded to you for information. It will be appreciated if the information may be made available to any graduates who are engaged as teachers in your inspectorate.

5. The Research Committee of the Ontario School Inspectors' Association
In 1945 the O.S.I.A. began to produce yearbooks. Since 1957, through the generosity of The Copp Clark Publishing Co.Ltd., the yearbooks have been issued in an attractive printed form.
The Research Committee is pleased to announce that a copy of the 17th Yearbook (1962-63-64) will shortly be sent to each inspector who is a member of the association. Comments and constructive criticism are invited and may be sent to the secretary, Mr. David Wilson, Inspector of Secondary Schools, Toronto Twp. Board of Education, 90 Dundas St. W., Cooksville.
Details of the printed yearbooks are as follows:

Yearbook	Title	List Price
13th - 1957	Leadership for the Improvement of Instruction	$ 2.00
14th - 1958	Education of the Gifted	$ 2.00
15th - 1959	The Intermediate Division	$ 2.00
16th - 1960-61	The Education of Children with Handicaps	$ 2.75
	and now	
17th - 1962-63-64	The Junior Division	not yet available

It is suggested that the inspector bring to the attention of teachers' groups the above information. It is felt that copies of the yearbooks might be placed with advantage in every teachers' reference library in Ontario.

6. 101 Books for Children
The latest revised version of the ever-popular list of 101 books for children suggested by the Children's Recreational Reading Council is enclosed for the information of inspectors.

G.L. Duffin
Superintendent of Elementary Education.

January 6, 1965.

FORM BLDG. 6
4M-64-4207

**PROCEDURE FOR
ELEMENTARY SCHOOL
CONSTRUCTION**

ONTARIO

Department of Education

Memorandum to Public and Separate School Inspectors

In order that an expenditure by a school board for the erection of a new school or for an addition or major alteration to an existing building may be approved for legislative grant purposes, the following procedure should be observed.

Determination of Need

To establish the need the following information should be sent to the Inspector:

(1) Present enrolment: Resident pupils.......................................Non-resident pupils .... Total...............................
(2) Number of children of residents of this school section or separate school organization:

Column A		**Column B** (2-yr. estimate) (Grades 1 to 8)	
Grades	**Number**	**Grades**	**Number**
9 & 10 (if elem.)	....	**4, 5 & 6 (current enrol.)**	....
7 & 8 (current enrol.)	....	**1, 2 & 3 "**	....
		Kindergarten "	....
		Pre-school, 4 yr. & over	....
		Total of Column B	....

(3) Number of homes under construction (average 1 child per house) ....
(4) Estimated enrolment in 2 year: Total column B, item (2) ....
New homes ....
Anticipated kindergarten .... Total.................................
(5) Present accommodation stated in terms of classrooms (CR) and pupil places:
No. to be retained ....CR (x 35) =.................................... pupil places
No. to be abandoned..................................CR (x 35) =.................................... pupil places
Present Total (in pupil places) ....
(6) Future accommodation:
No. to be retained ....CR (x 35) =.................................... pupil places
No. of proposed new ....CR (x 35) =.................................... pupil places
Future Total (in pupil places) ....

If the proposed accommodation includes a general purpose room, a home economics room, an industrial arts room, a library, or a lunch room, the existence of such a room in the present building should be indicated.

Any board planning a building project should be provided with at least one copy of this form and one copy of "Suggestions for the Layout and Construction of Schools in Ontario."

Financial Ability

The board should discuss the project with the Inspector with special reference to the following points:
(a) the fact that grant regulations may be changed from time to time;
(b) the effect of the cost of construction on the local tax rate;
(c) the fact that no grants are allowed on any area in excess of the Departmental maximum;
(d) the possibility of financing.

Proposal: Tentative Approval

The board's request should be sent to the Inspector who will forward a formal proposal to the Department on Form Bldg. 4. If one or more classrooms are to be abandoned, Form Bldg. 7 should be completed. On receipt of a reply, the Inspector will inform the Board of the amount tentatively approved for legislative grant purposes.

A public school board in an organized municipality should then obtain tentative approval from the municipal council. It is expected that the board will advise the council of the amount tentatively approved and of the estimated cost and subsequent revision of the estimate. The council should, in turn, obtain tentative approval from the Ontario Municipal Board for the issuance (later) of the necessary debentures. A public school board in unorganized territory applies directly to the Ontario Municipal Board.

As a precautionary measure, the board should endeavour to ascertain whether it will be possible for the municipality (or the board, where debentures are issued by the board) to sell debentures.

When preliminary financial arrangements have been completed, the board may engage an architect to prepare sketch plans in conformity with the accommodation and the sum tentatively approved. A designer may not bid on a project of his own design where instructional areas are concerned.

If a site has not already been secured, the selection, approval and purchase should be completed. If a sewage disposal system is to be provided on the property the local health officer should be consulted in advance. In the case of an addition to a building, it may be necessary to enlarge the site to accommodate a larger building and more pupils. Before proceeding further, the board should make sure that there is an adequate supply of water on the site. Where necessary, a well should be drilled and thoroughly tested to make sure that the quality and quantity of water are satisfactory. When a new site is purchased, the board should notify the Inspector concerning the date of purchase and size of the property.

(over)

Sketch Plans

The board should discuss the sketch plans with the Inspector. To expedite the project, the plot plan should show a complete plan of the lot, adjacent roads or streets and the location and orientation of the proposed construction, play areas, well, disposal bed, future extensions and existing buildings. The sketch plan should indicate a basement, if there is to be one.

The board should note that sketch plans and final plans and specifications must have the approval of the Ontario Fire Marshal so far as fire safety precautions are concerned.

The board should also note that the water supply and the provision for the disposal of sewage must have the approval of the Department of Health.

In submitting sketch plans to the board, the architect should give his estimate of the cost of construction.

When the sketch plans have been approved by the board and the Inspector, they should be forwarded to the Department **by the Inspector** with his recommendation.

Final Plans

Departmental comments or suggestions for revision of the sketch plans may be communicated to the Inspector for the attention of the board and the architect or designer. On receipt of notification through the Inspector that the Department has approved the sketch plans for legislative grant purposes, the board may have final plans prepared. When the final plans have been approved by the board and the Inspector, they should be forwarded to the Department **by the Inspector** with his recommendation.

Departmental approval of plans is for legislative grant purposes and does not apply to the structural or mechanical safety of the building.

Final Approval

Where debentures are issued by a school board and not by a municipality, the board shall submit the details of the issue, including the names and addresses of those who tendered, the amount of each tender and the interest rate, and shall indicate which tender is to be accepted.

When the final plans have been approved by the Department, the board may instruct the architect to call for tenders and may award a contract, contingent upon final approval of the Department for legislative grant purposes. Tenders must be requested in one issue of a daily building newspaper and in a newspaper with local circulation. If the lowest tender is not accepted, the reasons should be given for the records of the department. The following details should be forwarded to the Inspector who will request final approval of the Department for legislative grant purposes:

(1) Contracts, exclusive of site improvement $......................................
(2) Architect's fee (6% of Item (1)) ....
(3) Contingencies (maximum 3% of Item (1)) ....
(4) Furniture (maximum $1200 per classroom) ....
(5) Total of above items for approval $......................................
(6) Cost of site $......................................

Financing

Final approval is granted subject to certain conditions. In the case of public schools the conditions are (a), (b), (c), (d), (e) and (f) below. In the case of separate schools the conditions are (a), (b), (d), (e) and (g) below:

(a) that the board has a clear title to the site;
(b) that no commitments are made until the necessary funds are available;
(c) that, in the case of a public school in an organized municipality, the school board makes clear to the council of the municipality concerned the details of the approval so that the council will know definitely what amount has been given final approval for legislative grant purposes and what the conditions of approval are;
(d) that the water supply and the provision for the disposal of sewage have been approved by the Department of Health;
(e) that the final plans and specifications have been approved respecting fire safety precautions by the Ontario Fire Marshal;
(f) that the Ontario Municipal Board has given final approval to the council (or to the school board in the case of an unorganized township or unsurveyed territory);
(g) submission to the Department of evidence that the provisions regarding borrowing as stated in Section 66 of The Separate Schools Act, R.S.O. 1960, have been complied with.

When final approval for legislative grant purposes has been given by the Department the board will be informed thereof by the Inspector.

When the board has completed financial arrangements and is certain that necessary funds can be obtained and when other conditions have been complied with, the board may award a contract. The board should open a separate bank account for the building project and expenditures for the building project should be kept separate from all other expenditures in the board's accounts.

Lapse of Approval.

An approval for a new school building or an addition lapses,

(a) in the case of public schools, in one year from the date of the letter of approval for the project, unless the board has obtained assurance from the municipal council (except in unorganized townships) and the Ontario Municipal Board that debentures can be issued and unless the debentures can be sold and, in the case of separate schools, unless evidence is submitted that the necessary funds can be obtained;
(b) in two years from the date of the letter of approval of the project, unless a contract for the erection of the building has been awarded.

Approvals which expire may be renewed but will be subject to conditions in effect at the time of the renewal.

G.L. Duffin
Superintendent of Elementary Education.

44 Eglinton Ave. West,
Toronto 12, November 5, 1964.

No. 14:1964-65
Elementary

To be completed for each elementary school inspectorate. One copy to be sent to the Department by February 26, 1965.

CONFIDENTIAL

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS:

Re: Teacher Ratings

In connection with Memorandum No. 10: 1964-65 dated December 16, 1964 each inspector is requested to indicate the number of teachers and principals in his inspectorate, in each of the seven categories outlined below.

W. H. McKague
Superintendent of Supervision.

TORONTO 12, FEBRUARY 8, 1965.

		CATEGORIES							
		1	2	3	4	5	6	7	Total
1. Principals of schools of 300 or more pupils.	Male								
	Female								
2. Principals of schools of less than 300 pupils (not including one-room schools).	Male								
	Female								
3. Teachers in one-room schools.	Male								
	Female								
4. Teachers in schools of more than one-room and supervisors.	Male								
	Female								
	TOTAL								*
5. Number of principals, supervisors and teachers included in 1 to 4 above, holding a university degree.									

* This total should be the grand total of all teachers, supervisors and principals in the inspectorate.

....
Inspectorate

....
Signature of Inspector.

Conservation NEWS

THE METROPOLITAN TORONTO AND REGION
CONSERVATION AUTHORITY
Woodbridge, Ontario   Telephone AVenue 5-5425

To Principals of Elementary and Secondary Schools:

The Metropolitan Toronto and Region Conservation Authority offers several opportunities for the extension of classroom activity through their Information and Education programme. These conducted hikes and tours are now being scheduled for 1965.

There is a limit to the number of classes that can be accommodated by the Authority interpretive staff. Due to the large number of requests for these services, teachers are urged to arrange their tours and hikes as soon as possible to permit efficient scheduling.

CONSERVATION AND NATURAL HISTORY HIKES AND TOURS

1. Conducted Hikes:
   A naturalist explains features of the area which may include plant and animal life, ecology, geological and agricultural aspects; also Conservation Authority projects which have been completed or are proposed. These hikes last approximately 1 hour and are scheduled at Boyd, Claremont or Greenwood Conservation Areas.
2. Half-Day Conducted Hikes:
   This hike is similar to No. 1 with the subjects discussed in greater detail and more territory examined. These hikes are scheduled at Boyd and Claremont Conservation Areas.
3. Claireville Dam Visit:
   A visit to the Claireville Flood Control Dam and Control Building lasts about 1 hour. The purpose of the dam and the proposed development of the Area is explained.
4. Watershed Tour:
   Authority projects in the conservation of water, soil, forestry, fish and wildlife are visited and their significance in the overall conservation story is explained. These tours, lasting all day, must be arranged with the Authority naturalist by telephone or personal call.

Unless a teacher is in possession of a request form which has been stamped "Approved" and initialled at the Authority Office, full parking and admission charges apply. Interpretive staff will NOT be available to conduct unscheduled groups.

EDUCATIONAL PROGRAMME - PIONEER VILLAGE

1. Pioneer Village, a typical crossroads village prior to 1867, is situated at the corner of Steeles Avenue and Jane Street, Metropolitan Toronto. Educational tours of 1 hour or 1 1/2 hours duration are available from May 3 to June 11 and from September 7 to October 29. Cost 25¢ per student. Two teachers are invited to accompany each class free of charge. All other adults $1.00.
2. Tour and Craft Programme available April 12 to April 30 and from November 2 to November 26. A tour of the restored area is combined with a practical session of student participation in pioneer crafts; dyeing and spinning wool, quilting, churning, candle making, blacksmithing, grain processing. Cost $1.00 per student.

THE ALBION HILLS CONSERVATION SCHOOL

This in-residence school accommodates a class and a teacher for 5 days' study from September to June. Classes or groups may use the facilities during weekends for field study also. The summer programme gives an opportunity for individual study by both students and adults.

Request forms with detailed information may be obtained from:
Information and Education Division,
Metropolitan Toronto and Region Conservation Authority,
Box 720, Woodbridge, Ontario.
Telephone: 285-5425, Extension 56

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO INSPECTORS AND TEACHERS' COLLEGE STAFF

RE: FALL CONFERENCES OF INSPECTORS AND TEACHERS' COLLEGE STAFF

1. Conferences will be held in November, 1965, in each centre in Southern Ontario in which there is a Teachers' College.

2. One conference will be held in Sudbury for the personnel in the Lakehead, North Bay and Sudbury Teachers' College Districts.

3. The officers who were elected at the 1963 conferences should be reactivated. Where vacancies have occurred the Director of Program and Director of Teacher Education will name a successor.

4. As soon as the practice teaching weeks for the fall term have been selected, the dates of the fall conferences will be set.

5. A conference of secondary school inspectors and a representative group of elementary school inspectors will be held in Toronto prior to the opening of school in September.

H. E. Elborn

Assistant Deputy Minister.

Toronto 12, March 2, 1965.

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO PROVINCIAL SCHOOL INSPECTORS

I have recently been asked by the Minister to assume responsibility as Superintendent of Supervision in the Department of Education, and since several months may elapse before I shall be able to greet all of you individually, or in conference groups, in your own areas, I should like to give you first impressions of what the reorganization may entail in the school year 1965-66.

The Minister has announced the establishment of five areas in the northern and western parts of Ontario in which Departmental decentralization and some integration of elementary and secondary education will take place:

1. Territorial Districts of Rainy River, Kenora and Thunder Bay; Office - Port Arthur; Area Superintendent R. R. Steele, now an Elementary School Inspector for Thunder Bay.

2. Territorial Districts of Algoma, Sudbury and Manitoulin; Office - Sudbury; Area Superintendent G. R. Allan, now Assistant Superintendent of Secondary Education, Northern Division.

3. Territorial Districts of Cochrane, Timiskaming, Nipissing, Parry Sound and Muskoka; Office - North Bay; Area Superintendent J. H. Kennedy, now Assistant Superintendent of Elementary Education, Toronto office.

4. Counties of Essex, Kent, Lambton, Elgin, Middlesex, Huron and Bruce; Office - London; Area Superintendent W. T. Laing, now Assistant Superintendent of Secondary Education, Western Division.

5. Counties of Grey, Wellington, Waterloo, Brant, Norfolk, Oxford and Perth; Office - Kitchener-Waterloo; Area Superintendent R. F. Bornhold, now Assistant Superintendent of Elementary Education, Toronto office.

Areas will be established and integrated in Central and Eastern Ontario at a later date.

Each of these area offices will include a superintendent; probably 4 - 8 staff (subject specialist) inspectors, both elementary and secondary; the provincial elementary and secondary (district) inspectors who customarily reside in that city; and the secretarial staff.

The inspectors who work at a distance from these area offices will continue to live in their inspectorates. Some minor adjustments of inspectorate boundaries may be required.

It is expected that some administrative duties now performed by inspectors will be undertaken over a period of time by administrative officials attached to area offices.

Your principals and teachers may be assured that no radical changes in supervision are in prospect. In 1965-66 integration of supervision in the elementary and secondary schools may best be accomplished in the Intermediate Division (Grades 7, 8, 9 and 10) by some arranged visitation (not inspection) in Grades 7 and 8 by former secondary school inspectors and in Grades 9 and 10 of secondary schools by former elementary school inspectors.

Our immediate objectives are three:

(1) amalgamation of the elementary and secondary education branches in the Department into a Supervision Division of the Department;

(2) integration of inspectoral groups in areas of the province through the area offices and an increased knowledge of the objectives, functions and problems of the Intermediate Division towards a greater unity of purpose;

(3) extended association in each community of principals and teachers (elementary and secondary) towards a fuller understanding of a pupil's progress through the grades.

In those parts of the province where integrated offices will not be established in 1965 it is hoped that some aspects of objectives (2) and (3) may be realized.

There is much for all of us to learn. Specialization in education, as in every other activity of life, will be more productive when it is supported by some breadth of knowledge of the whole process. Although we continue specialization of duty as we visit secondary, public and separate schools, let us begin by thinking of ourselves as one group - Inspectors of Schools with the common objective - the best for all our pupils.

A. H. McKague
Superintendent of Supervision.

February 15, 1965.

No.16: 1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO THE ELEMENTARY SCHOOL INSPECTORS

Re: Classroom Use of Taped Recordings of the 1962-63 Series of School Broadcasts on Guidance

Over the past two years many teachers have made excellent use of the 1962-63 school broadcast series in Guidance as an effective classroom aid; but, at the present time, because some details of the content of this series in Guidance are no longer applicable, it is recommended that teachers discontinue further use of taped recordings of these programmes.

The new 1965 Guidance series is of current interest and value.

A.H. McKague
Superintendent of Supervision.

March 2, 1965.

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

RE: SURVEY OF PERSONNEL AND SALARIES

The Teacher Education Branch requires a study of the salary ranges of teachers who could be considered eligible for appointment to the staff of a Teachers' College. The question of availability is not to be considered. On the other hand, if you believe any of them might be interested in accepting an appointment it would be appreciated if you would indicate this by an asterisk.

For this purpose you are asked to prepare an alphabetical list, on the attached report, of the teachers, principals and supervisors in your inspectorate who hold a B.A. degree, are graded 6 or 7 as teachers and are between 25 to 45 years of age inclusive.

Superintendent of Supervision.

Toronto 12, March 8, 1965.

TO: G.L. Duffin
Director, Teacher Education Branch,
44 Eglinton Avenue West,
Toronto 12.

Date due - March 31, 1965.

RE: PERSONNEL SURVEY

(Confidential Report)

Inspector ....

Inspectorate ....

Name	Present School Board	Present Position Teacher, Principal, Supervisor	Rating	Salary	Date of Birth	Religion if Known	Degrees other than B.A.	Gr. Levels of Experience Pr., Jr., Int.	Comment--Special subject area--interest and capability

1965 - 16

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO PRINCIPALS, TEACHERS' COLLEGES

RE: LOCAL ADMISSION OF STUDENTS FOR 1965 - 66.

Principals of the Teachers' Colleges may admit students to the various College courses under the conditions noted in this memorandum. Cases not covered by this memorandum, and other cases, which in the opinion of the Principal seem in some manner irregular, will be referred to the Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, attention Mrs. J. Elte, (Telephone 365-2677).

1. Applications will be directed to the Principal of the College concerned. Applications received at the Department of Education will be similarly directed. Principals may wish to provide self-addressed envelopes which may be clearly marked "Application" to ensure return of applications to the College and to provide for easy identification for processing. Before any application form is sent out, it must be stamped with the name of the College in the space provided.

2. Applications should be dealt with on a daily basis. As applications are received, they should be numbered consecutively. The date received, the accession number of the application, and the name of the applicant should then be entered in an accession book for future reference.

3. Along with the accession book, each College should make use of a card system by which each application is filed by name. The number of the application (from the accession book) should be entered on this card in order that the application may be found if required. NOTE: Applications should be filed **numerically**; cards should be filed **alphabetically**.

4. The application will then be evaluated by: the Principal, the Vice-Principal, or a Master designated for this duty, and the necessary entries made on the application form regarding:

   Proof of age (and the document from which it was obtained)
   Academic standing
   Character certificate
   Citizenship (if necessary)
      Born in Canada
      Born in Commonwealth, has passport stamped "Landed Immigrant"
      Born outside Canada, has signed Declaration of Intent
   Marriage Certificate (If married since obtaining academic standing)
   Date of Admission

5. The Principal, Vice-Principal, or Master will initial the completed application form.

6. The correctness and completeness of the above information will be checked by the College Secretary who will also initial the application form.

7. If the application is acceptable, an admission card will be prepared and sent or given to the applicant. At the same time a record card will be prepared showing that the student has been admitted. The record cards should be sent weekly to the Registrar, attention Mrs. J. Elte. This means that Mrs. Elte will have on file from all Colleges the cards of students who have been completely admitted.

8. If the application is not acceptable, the applicant should be advised whether (a) his application is acceptable, or (b) his application is acceptable with further documents. In this latter case, Principals should develop a form letter somewhat like that in Appendix "A". When such a letter is used, one copy, carrying the student's accession number, should be placed with his application form.

9. If the application is irregular or the applicant is from Quebec or from outside of Canada, his documents should be sent to the Registrar, attention Mrs. J. Elte, for evaluation. In this latter case, if the applicant is acceptable, his documents will be returned to the Principal; if he is not acceptable, the documents will be returned to him direct, and a copy of the letter in his case sent to the Principal for information.

10. As soon as possible after October 15, for every student then in attendance, application forms, and other attached documents, will be sent to the Registrar, attention Mrs. J. Elte. The Registrar will then prepare Teacher's Record Cards and Certificates during the winter months.

11. Students will be admitted, whatever their academic standing, on the basis of Standard 1. In January, 1966, Principals will be asked to submit to the Registrar documents of students who expect to obtain certificates in Standard 2, Standard 3, or Standard 4. In this matter, the procedure will remain practically as it now stands.

MANITOBA

1. Grade 12 is equivalent to Ontario Grade 13
2. Count all courses numbered 111 and above as Grade 13 courses
3. Count languages as two papers
4. Count Biology as Botany and Zoology
5. Count Modern History 111 or Human Geography 111 as History
6. Count Mathematics 111 as two papers unless student can prove three papers

SASKATCHEWAN

1. Grade 12 is equivalent to Ontario Grade 13
2. Count all languages and biology as two papers
3. Count Social Studies as History
4. Count Mathematics as two papers unless student can prove three papers

PRINCE EDWARD ISLAND

1. Grade 12 is equivalent to Ontario Grade 12
2. Student requires successful completion of First, Preliminary, or Qualifying year of an accredited University for entrance to One-year Course
3. Prince of Wales College in Charlottetown offers instruction in the final years of high school, Grades 11 and 12 only and such standing is not acceptable for entrance to the One-year Course (NOTE: The 3rd year of Prince of Wales College is equivalent to Grade 13)

NEW BRUNSWICK

1. Grade 12 is now equivalent to Ontario Grade 12
2. Up to 1949, Grade 12 was equivalent to Ontario Grade 13
3. Count First Year University of New Brunswick, as equivalent to Ontario Grade 13 NOTE: In case of doubt, refer case to Registrar.

NOVA SCOTIA

1. Grade 12 is equivalent to Ontario Grade 13, or count First Year of University after Matriculation as equivalent to Ontario Grade 13.

GENERAL

1. Applications must be acknowledged whether complete or incomplete. In the case of incomplete applications, a form letter as suggested in Appendix "A" may be used and is strongly recommended.

2. Applications from persons who already have the necessary academic standing, and who supply the required documents, may be accepted at any time.

3. Recommendations for extra clerical help will be supported but Principals must make certain that such help is not hired for two days of work followed by several days of no activity.

4. College secretarial staff will not be required to act as summer course secretaries.

5. Holiday schedules, in order of seniority of secretarial staff, should be established in April or May. It is essential that the College Secretary, or her assistant, be on duty during July and August.

6. It is recognized that no pre-planning can cover all possible cases. It will obviously be necessary, for this year, to "feel our way along" in many cases. When in doubt, please get in touch with the Teacher Education Branch; if urgent by telephone.

G.L. Duffin ....
G.L. Duffin, Director,
Teacher Education Branch.

March 17, 1965.

APPENDIX "A"

Dear

Your application for entrance to a Teachers' College has been received. In this connection, would you kindly note the item or items checked below.

☐ Your documents have been noted and are returned herewith.

☐ Your application is being held awaiting the results of your Grade 13 examinations. Please forward your Grade 13 certificate as soon as possible.

☐ Your academic certificates have been sent to the Department of Education for evaluation. You will be further advised.

☐ Your ( ) Proof of Age; ( ) Character Reference; ( ) Declaration of Intention has been returned to you for ____________________

____

☐ Your application has been referred to the Special Committee of the Department of Education as you were educated in a country where English is not your mother tongue. You will be further advised by the Special Committee.

☐ A Card of Admission is enclosed herewith. Bring the card with you on opening day, Tuesday, September 14, 1965 at 9:00 a.m.

☐ NOTE: ____

____

____

Yours sincerely,

Principal Teachers' College.

A Survey of the Extent of Use of Curriculum I.12A (Grade 7 Mathematics) in 1964-65

I The History of the Development of and Preparation for the Use of Curriculum I.12A

1. In early 1963, a Curriculum Committee was established by the Minister for the revision of the Mathematics Courses of the Intermediate Division, Grades 7 to 10. In October of 1963, this Committee made recommendations to the Minister on a new course outline for Grade 7, contained in Curriculum I.12A. This course outline was adopted by the Minister for optional use beginning in September 1964.

2. (a) On February 25, 1964, the optional condition was explained in a memorandum (1963-64:52) from Mr. H. E. Elborn, Deputy Minister of Education as follows:

> "A school principal may introduce the new course in some or all of the Grade 7 classes in his school, or he may decide to postpone introduction to some later date. This freedom of choice is a natural consequence of the need of some teacher preparation for understanding the new concepts in the course. No decision has been made as to when the Mathematics course now outlined in Curriculum I:1 will be withdrawn."

   (b) On May 13, 1964, Memorandum 1 (g) from the Superintendent of Elementary Education announced the use of Curriculum I.12A (Mathematics Grade 7) as optional in Grade 8 provided:

   (i) the pupils concerned had followed Curriculum I:1 in their Grade 7 year

   (ii) it was the year when new approach mathematics was being introduced in (the Intermediate Division of) a school

   (iii) three specified additional topics were covered (in addition to Curriculum I.12A)

3. Memorandum 1963-64:52 also indicated further plans of the Department in preparation for the new course:

> "It is recognized that new content and methods present certain problems in supervision of mathematics by the inspectors. To assist with this problem, the Department is making arrangements for several two-day conferences at certain of the Teachers' Colleges during the present school term for study of the Grade 7 Mathematics content. Each inspector and each Teachers' College master teaching mathematics will be given the opportunity to attend one of these conferences."

These two-day conferences were organized by the Elementary Education and Teacher Education Branches in March and April of 1964 at Toronto, London, North Bay, and Ottawa Teachers' Colleges. Instruction was led by Mr. J.F. Kinlin, Assistant Superintendent of Curriculum, and he was assisted by Mr. J. E. Smith, Assistant Superintendent of Professional Development, and by Messrs. Kenney, Cadwell, Morgan, Pipher, Archibald, Botly, Hodgson, Harrington, Shadbolt, McClure, and Hendren of the Teachers' Colleges.

4. The Department began the work of the in-service preparation of teachers of Grade 7 with a five-week summer course in the summer of 1963. The work of in-service preparation was carried on throughout the 1963-64 school year under the leadership of Mr. J. E. Smith with assistance by Mr. J. F. Kinlin and by various members of the Teachers' College staffs,chiefly those who had served on the 1963 summer course. In addition, after the two-day inspector conferences described above, several of the inspectors organized and led their own in-service programmes within their inspectorates using the study sheets specially designed by Mr. Kinlin which were provided to the inspectors at the conferences. The plan of in-service education has been continued by the 1964 five-week summer course and by innumerable in-service groups during 1964-65 organized by inspectors and by Ontario Teacher Federation groups.

II The Purpose of the Survey

The purpose of the survey was indicated to the inspectors in a Memorandum (No. 7: 1964-65: Elementary) of November 27, 1964, from Mr. G. L. Duffin, Superintendent of Elementary Education, which stated:

> "The inspectors are now being asked for certain information that will assist the Department in making a decision on the time of withdrawal of the mathematics courses in Curriculum I;1"

III The Design of the Questionnaire

1. The form of the questionnaire was as follows:

   1. Name of Inspectorate: ....

      ....

   2. (a) Number of Schools in the Inspectorate with at least one Grade 7 class .... __________

      (b) Number of Schools in which Curriculum I:12A is being followed in at least one Grade 7 class .... __________

   3. (a) Approximate total Grade 7 enrolment in the Inspectorate.. __________

      (b) Your estimate of the percent of this enrolment that is following Curriculum I:12A during 1964-65 .... __________

      (c) Your estimate of the percent of the Grade 7 enrolment of your inspectorate that would follow Curriculum I:12A during 1965-66 if it continues to be optional for that school year __________

   4. (a) Approximate number of Grade 8 classes in your inspectorate __________

      (b) Your estimate of the number of these Grade 8 classes that are following Curriculum I:12A (Grade 7 Mathematics) during 1964-65, under those special provisions that are indicated in Memorandum 1(g), May 1964 (or on page one of the Grade 8 course outline Curriculum I:12B) .... __________

5. Remarks: ______________________________

____

____

____

____

Date: ____________ ______________________
Inspector

2. The time of the survey and the time given to the inspectors for completion of the questionnaire are indicated by the following items on Mr. Duffin's memorandum

   (a) The date of the memorandum: November 27, 1964.

   (b) The direction on the memorandum: "Each inspector in charge is asked to complete the enclosed questionnaire and return one copy to this office, as soon as possible, but not later than December 18, 1964".

3. The tolerances indicated for the completions are indicated by the wordings of the questions and by the following quotation from the covering memorandum:

> "4. The questionnaire has been constructed so that the information regarding the number of schools and of pupils enrolled may be obtained readily from Section C on Page Two of Form Stat 32 "Elementary School Principal's September Statistical Report". In addition, the words 'approximate' and 'estimate' have been used deliberately in order to make the completion easier".

4. Purposely, no direction was given as to completion the section of the questionnaire headed "Remarks".

IV Numerical Data Provided by the Questionnaires

1. Replies were received from all inspectorates* of the province. All items were completed for all inspectorates except in the case of Haldimand 1 where the inspector completing the questionnaire had only been in charge a short time (following the death of the previous inspector on November 27) and was not in a position to answer question 3(c).

2. Replies from each individual inspectorate and from inspectorate groups are indicated in Appendix A.

*"Inspectorate" is used throughout this report to mean an inspectorate area. Where many inspectors work together within a municipality, totals from individual inspectors are grouped under one "inspectorate". In those cases where inspectors inspect both public and separate schools, totals are combined within the "inspectorate" representing the greater number of pupils.

3. Totals for all schools of the province summarize as follows:

   (a) Of 4970 schools with at least one Grade 7 class, 3029 (61%) are using Curriculum I:12A in at least one Grade 7 class.

   (b) 74% of Grade 7 pupils are being given instruction during this current school year (1964-65) on the basis of Curriculum I:12A

   (c) 96% of Grade 7 pupils will be given instruction during 1965-66 on the basis of Curriculum I:12A (if the course remains optional for another year)

   (d) Of 6257 Grade 8 classes in the province, 2436 (39%) are being given instruction on the basis of Curriculum I:12A (plus the three additional topics).

4. 21 inspectorates had no Grade 7 pupils receiving instruction on the basis of Curriculum I:12A. 105 inspectorates had all pupils following Curriculum I:12A. The distribution of percent of pupils following the new course in 1964-65 is as follows:

Percent of Pupils on Curriculum I:12A in 1964-65	Number of Inspectorates
81% - 100%	146
61% - 80%	12
41% - 60%	17
21% - 40%	15
0% - 20%	50

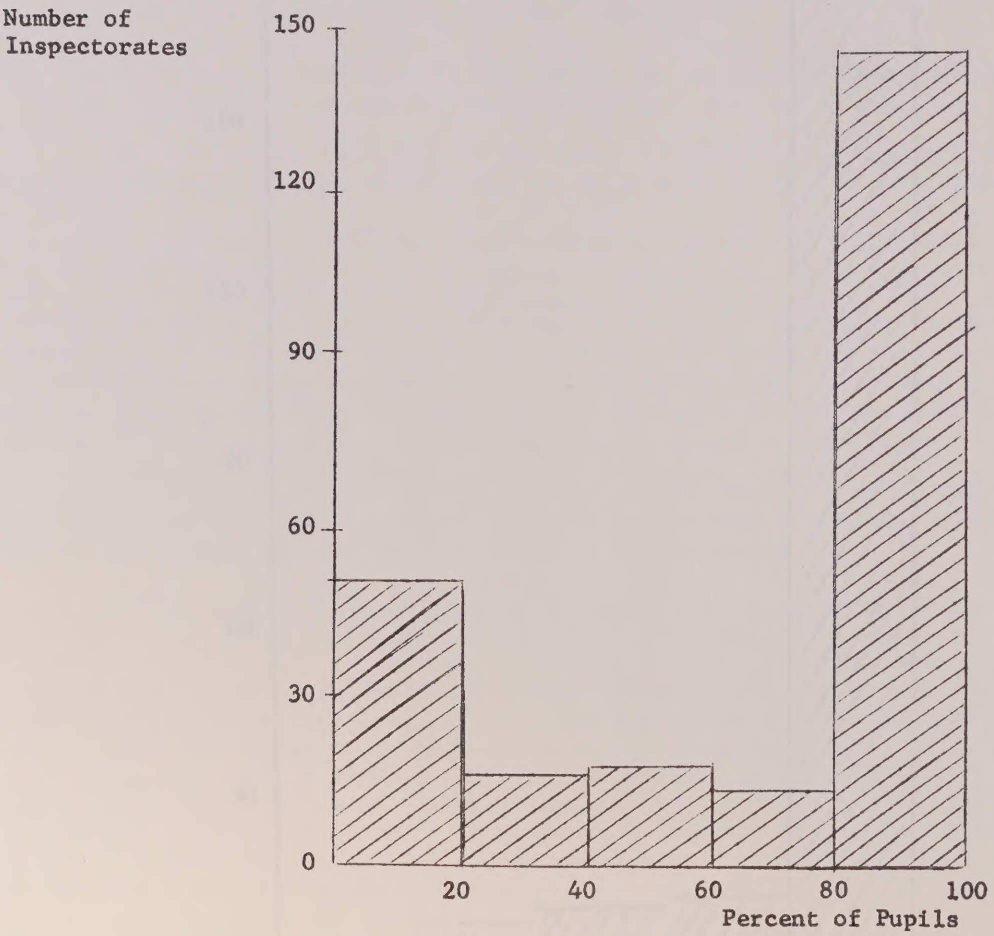
5. 177 inspectorates indicate that 100% of pupils will be following Curriculum I:12A in 1965-66. Only 9 inspectorates forecast a participation by less than 50% of Grade 7 pupils. Distribution of percent of Grade 7 pupils forecast as following the new course in 1965-66 is as follows:

Percent of Pupils Forecast as following Curriculum I:12A in 1965-66	Number of Inspectorates*
81% - 100%	210
61% - 80%	11
41% - 60%	10
21% - 40%	7
0% - 20%	1

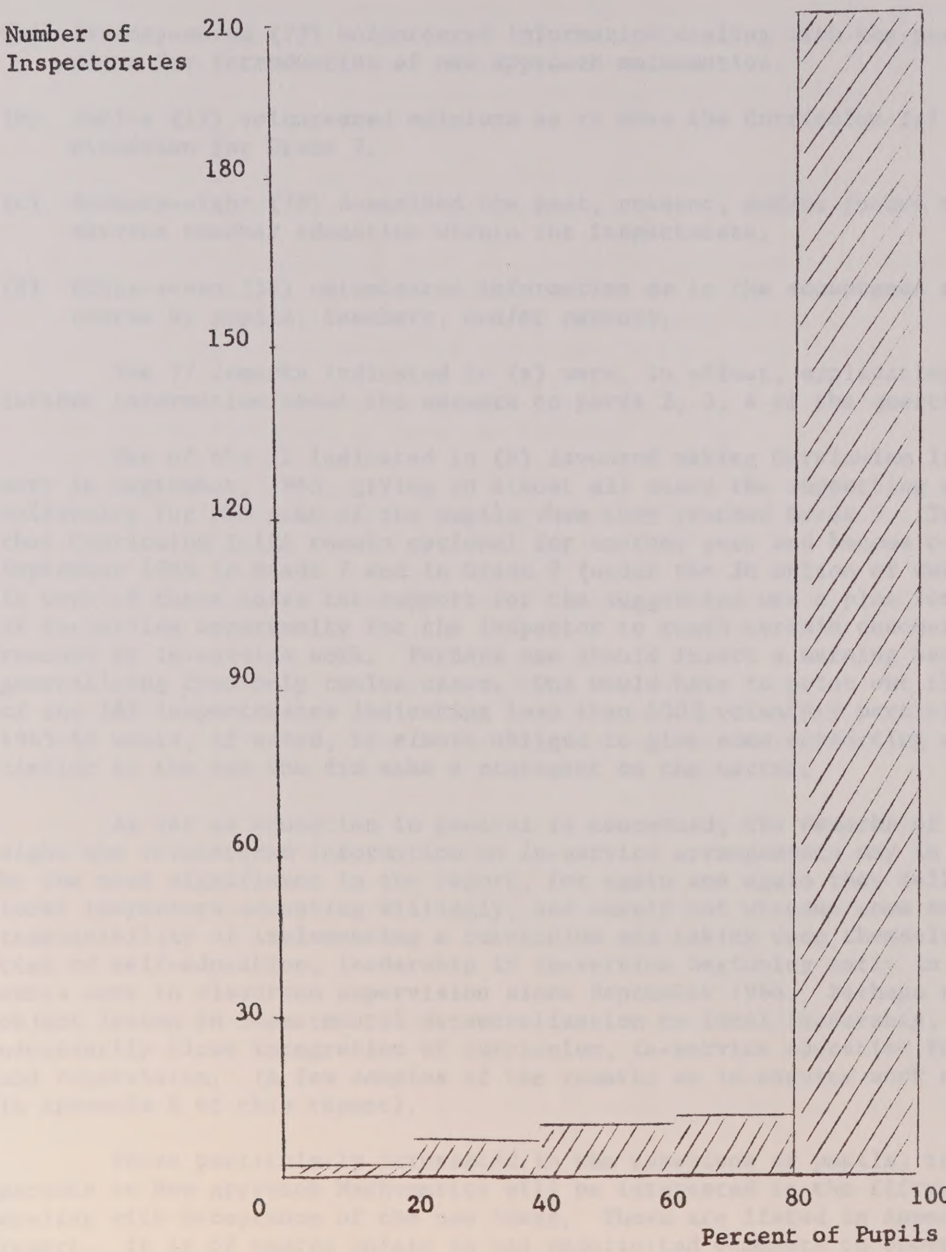
*Inspectorate #1 Haldimand not included as no forecast possible. See explanation given previously.

6. The distributions of 4 and 5 above are displayed graphically here:

(a) Number of Inspectorates with Various Percents of Pupils on Curriculum I:12A in 1964-65



(b) Number of inspectorates with various percents of pupils forecast as following Curriculum I:12A in 1965-66:



V Other Data Provided by the Questionnaire

As indicated above in section 4 of the Design of the Questionnaire, no directions were given about completion of the "Remarks" section. As expected, many inspectors left this section blank. But each of 172 inspectors entered a comment or comments in this section. Analysis of the 224 comments revealed a definite division into four categories only, as follows:

(a) Seventy-seven (77) volunteered information dealing with the past or future plans for introduction of new approach mathematics.

(b) Twelve (12) volunteered opinions as to when the Curriculum I:1 should be withdrawn for Grade 7.

(c) Seventy-eight (78) described the past, present, and/or future plans for in-service teacher education within the inspectorate.

(d) Fifty-seven (57) volunteered information as to the acceptance of the new course by pupils, teachers, and/or parents.

The 77 remarks indicated in (a) were, in effect, explanations giving further information about the answers to parts 2, 3, 4 of the questionnaire.

Ten of the 12 indicated in (b) favoured making Curriculum I:12A compulsory in September, 1965, giving in almost all cases the supporting argument of uniformity for the sake of the pupils when they reached Grade 9. Two suggested that Curriculum I:12A remain optional for another year and become compulsory in September 1966 in Grade 7 and in Grade 8 (under the 2b option of Curriculum I:12B). In both of these cases the support for the suggestion was a plea for one more year of in-service opportunity for the inspector to reach certain teachers not yet reached by in-service work. Perhaps one should insert a warning here against generalizing from only twelve cases. One would have to point out that every one of the 163 inspectorates indicating less than 100% voluntary participation in 1965-66 would, if asked, be almost obliged to give some supporting argument similar to the two who did make a statement on the matter.

As far as education in general is concerned, the remarks of the seventy-eight who volunteered information on in-service arrangements may in actual fact be the most significant in the report, for again and again they tell a story of local inspectors accepting willingly, and surely not without some trepidation, the responsibility of implementing a curriculum and taking upon themselves the triple task of self-education, leadership in in-service beginning early in 1964, and extra care in classroom supervision since September 1964. Perhaps this is an object lesson in Departmental decentralization to local leadership, and in the necessarily close integration of curriculum, in-service education for teachers, and supervision. (A few samples of the remarks on in-service work are included in Appendix B of this report).

Those particularly interested in the reactions of pupils, teachers, and parents to New Approach Mathematics will be interested in the fifty-seven remarks dealing with acceptance of the new ideas. These are listed in Appendix C of this report. It is of course unfair to use unsolicited comments to prove anything,but when one links the over-all favourable nature of these comments with the statistics indicating the high degree of acceptance of the course, one surely can be excused for feeling exhilerated by the acceptance of New Approach Mathematics in its first real trial in Ontario elementary schools.

Appendix B

Some Sample Remarks about In-Service Education from the Questionnaires

1. Course outlines (prepared by Mr. Kinlin) and presented to (the Central Ontario) inspectors at the Lakeshore Teachers' College - March 16-17, 1964 (through arrangements between the Elementary Education Branch, the Curriculum Branch, and the Professional Development Branch) have been duplicated by this office and are being used as the basis for in-service instruction by the writer (the inspector) on Wednesday evening 4:30 - 6:00 p.m. for 10 weekly sessions.

2. During 1963-64 all teachers attended an in-service programme. This year we are holding monthly meetings plus special meetings.

3. During 1963-64 in-service work was conducted during several evenings by Mr. J. E. Smith and on two week-ends by Mr. Frank Kinlin (Friday night and all day Saturday). During the current school year in-service work is being conducted in two locations in the inspectorate.

4. The in-service education programme given (by the inspector) has encouraged many of the reluctant or insecure teachers to make a start on the use of Curriculum I.12A.

5. About sixty of my teachers attended a three-day session last August before school re-opening.

6. The high percentage of classes are using New Approach Mathematics as the result of

   (a) (Several) teachers attending the summer school
   (b) Sessions with teachers last spring and this fall arranged through the co-operation of public and separate school inspectors, principals, and Teachers Institutes.

7. All grade 7 and 8 teachers of the inspectorate are now attending a 15-week course in the New Approach Mathematics.

8. In conjunction with the Teachers Institute and the local secondary school I have set up courses for Grade 7 and 8 teachers. These...deal with both content and pedagogy.

9. I have organized an in-service programme in Grade 7 Mathematics for Grade 7 and 8 teachers of my inspectorate.

10. All teachers have taken at least one 10-week (2 hours per week) in-service training course.

...2

11. Monthly meetings are being held to pool problems and answer questions of the teachers of the Grade 7 course. Teachers of other grades also attend to gain an insight into the new ideas.

12. The teachers concerned participated in a ten-evening short course...(with the instruction) undertaken by local teachers who had taken the Departmental Summer Course of 1964.

13. A Mathematics Co-ordinating Committee has been set up to co-ordinate the work of the mathematics teachers in Grades 7, 8, 9, and 10. This committee meets weekly to provide direction for mathematics teachers in the inspectorate. This committee is composed of the head of the mathematics department at the high school, the principal of the Senior Public School, and teacher representatives.

14. Five meetings with each of the three groups (consisting of all teachers in the inspectorate) at which the Grade 7 course was covered as completely as possible have been held. 3/4 hours of school time (with the unanimous consent of all boards) and 1½ hours of the teachers' time made a two-hour period for each of the fifteen meetings.

Appendix C

The 57 Comments from Inspectors Relating to Acceptance

1. Pupils and teachers have received the Grade 7 course with great enthusiasm.

2. The new programme has been well received by our staff.

3. No serious problem encountered in using Curriculum I.12A.

4. The teachers of Grades 7 and 8 who are instructing on the new approach course have found it inspiring and interesting. New challenges have been presented.

5. Classes observed and examined in my visits indicate that the children are interested and that the teachers who are using this course are making a good effort.

6. Teachers, pupils, and myself are enjoying the experience and are enthusiastic about results to date.

7. From the inspector's viewpoint, one of the greatest and unexpected results is the way in which the challenge has awakened a new interest and improved work on the part of most of the teachers who were "in a rut".

8. Most (teachers) are keen to get going (on the new approach) in the Primary and Junior Division.

9. The new (approach) mathematics is receiving enthusiastic reception by almost every pupil and teacher.

10. In my opinion there is enough teacher interest to justify the adoption of the material in all grades.

11. The programme has been well received and appears to have been satisfactorily introduced.

12. The Grade 7 course has been well received and the pupils are thinking in mathematics for the first time.

13. There is general enthusiasm for the new course and a desire (on the part of the teacher) to work diligently to become a competent teacher of it. We should capitalize on this feeling while it is strong.

14. New approach mathematics is being well received by pupils, teachers, and parents. No major problems to date.

15. The teachers are anxious to introduce the new courses.

16. We are very pleased with the interest and enthusiasm of the teachers and pupils in New (Approach) Mathematics.

17. All are enthusiastic about the new course.

18. Teachers are enthusiastic.

...2

19. Teacher adaptation to the "new thinking" is reasonably good but requires considerable effort in particular instances.

20. The support and enthusiasm of our teachers in introducing Curriculum I.12A has been most gratifying.

21. A few misinterpretations have been encountered.

22. The majority of the pupils seem to be making the adjustment to the new approach in mathematics very nicely.

23. A number of classes are taking more time to complete the units than that suggested in Curriculum I.12A. It is felt that this will rectify itself next year when the teachers are more familiar with the content.

24. Teachers in this area are extremely interested in learning about and teaching the modern approach to mathematics.

25. Both the teacher and the pupils are finding this course interesting and stimulating.

26. The teachers in this inspectorate have accepted the challenge and are apparently enjoying the new approach as much as the pupils are.

27. The Grade 7 course received with enthusiasm by pupils and teachers. It has put new life into mathematics.

28. Teachers and pupils are very interested and appear to be making excellent progress.

29. The teachers and pupils enjoy the new course and are very enthusiastic.

30. The new programme is being well received.

31. I found that there was a tendency to cover the course too quickly without first reinforcing the basic principles.

32. As teachers gain a feeling of confidence they are proving eager to attempt the New (Approach) Mathematics.

33. The new (approach) mathematics course is providing a challenge to both the pupils and the teachers. In general, the course has received a good response from parents and the public at large.

34. There is a high degree of interest in the course.

35. Great enthusiasm has greeted the introduction of the Grade 7 Mathematics Course.

36. Most of the teachers and pupils are quite enthusiastic concerning Curriculum I.12A.

37. It is too early to properly assess the whole course, but I have received favourable comments from teachers teaching the new course. Nearly all pupils prefer the new approach; greater interest and better success evident.

38. Pupils enjoying studying the new (approach) mathematics and are doing fine.

39. So far both teachers and pupils seem enthusiastic about the new course.

40. The pupils are quite enthusiastic about the new concepts in mathematics and obtain better results in monthly tests.

41. We are encountering little difficulty in implementing the new course.

42. As I have visited the senior rooms I have made it a point to seek the pupils' opinions on the new course. The great majority indicate that they prefer it to the former work because (a) it is more interesting, (b) it is easier. Even pupils in slower streams have responded well.

43. All are pleased with results to date.

44. Teachers and pupils are very interested.

45. In most classrooms the teachers appear to require more than the suggested time. This may be due to lack of experience (with the course).

46. The pupils seem to enjoy the new approach to mathematics.

47. The interest displayed by teachers and pupils in the new course in this inspectorate is commendable.

48. All (teachers) except two (generally incompetent ones) state that they find the new course interesting and stimulating.

49. Indications are that the whole of Curriculum I.12A may not be covered in all classes.

50. This Curriculum I.12A is being well received by both teachers and pupils.

51. Teachers in this inspectorate are enthusiastic about the new (approach) mathematics. Results to date are very encouraging.

52. High enthusiasm and interest has been shown for the new approach.

53. Some teachers hold back because they do not feel qualified but will call for help from colleagues.

54. Pupils like the new mathematics.

55. There is an eagerness on the part of the teachers to use the new approach in grades below 7.

...4

56. Some of the classes are making better progress than others due to the fact that some of the teachers have had a summer course in Mathematics while others have taken a much shorter instruction.

57. To date, no major difficulties have arisen.

Circular 611 (a)
2500-64-3776

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM

— RE —

ADMISSION TO THE SUDBURY TEACHERS' COLLEGE AND THE UNIVERSITY OF OTTAWA TEACHERS' COLLEGE
SEPTEMBER, 1965

The Minister of Education announces that the requirements for admission to the Sudbury Teachers' College and the University of Ottawa Teachers' College in September, 1965, will be as follows:

ADMISSION REQUIREMENTS

1. Course leading to the Interim Second Class Certificate

For admission in September, 1965, to the One-year Course leading to the Interim Second Class Certificate an applicant will be required to submit evidence that he holds the Secondary School Graduation Diploma of the General Course with at least four options, one of which shall be littérature française and composition française.

2. Course leading to the Interim Elementary-School Teacher's Certificate

For admission to the One-year Course leading to an Interim Elementary-School Teacher's Certificate, an applicant will be required to submit evidence that he holds standing in,

(i) the three-hour paper in Grade 13 English (or English Composition and English Literature of this Grade);

(ii) the three-hour paper in Grade 13 français (or littérature française and composition française of this Grade); and

(iii) four additional Grade 13 papers.

NOTE. 1. For admission to a Teachers' College, the following three-hour Grade 13 examinations, if written successfully in 1965, will count as two papers: English, français, French, German, Greek, Italian, Latin, Russian and Spanish. All other Grade 13 examinations written in 1965, or previously, will count as one paper.

NOTE. 2. An applicant for entrance to a Teachers' College may not claim credit for more than two papers for his standing in any one language.

An applicant may submit in lieu of the Grade 13 standing outlined for this course, evidence of successful completion of the Pre-University Year at the University of Ottawa provided that the course includes English 10 or 13, or Anglais 0422 and français 1 or 13, (or 11, 1.g) or evidence of successful completion of the Preliminary Year at the Laurentian University of Sudbury provided that the course includes English 1 and français 1.

(over)

GENERAL INFORMATION

1. Each applicant for admission to the Sudbury Teachers' College or the University of Ottawa Teachers' College shall be interviewed by a representative of the Teachers' College Committee of Selection. Individual interviews will be arranged through the offices of the principals of the secondary schools during the last three or four months of the school year. Applicants not attending secondary school should write to the Principal of Sudbury Teachers' College, Room 215, Lasalle Secondary School, Sudbury, or to the Principal of the University of Ottawa Teachers' College, 115 Wilbrod St., Ottawa, as early as possible in the calendar year regarding arrangements for an interview.

2. Before final admission to a Course, proof of freedom from active tuberculosis must be established. Arrangements for a tuberculin test, and an x-ray, if necessary, will be made at the Teachers' College during the opening days of the Course.

3. Application forms for admission to the Sudbury Teachers' College or the University of Ottawa Teachers' College may be obtained from the Deputy Minister, Department of Education, 44 Eglinton Avenue West, Toronto 12, after March 1, 1965, and should be completed and forwarded to the Deputy Minister by July 15, 1965.

H. E. Elborn

TORONTO, December 15, 1964.

Deputy Minister of Education.

ONTARIO

DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS IN THE TERRITORIAL DISTRICTS

RE BOARD AND LODGING OF SECONDARY SCHOOL PUPILS RESIDING IN TERRITORIAL DISTRICTS

(The inspector is requested to send immediately the contents of this memorandum to any public or separate school board in his inspectorate which might be requested by parents to pay board and lodging costs.)

In 1965 the Legislature amended Section 37 of The Schools Administration Act by adding a subsection (6) which reads as follows:

"Where a pupil resides in a school section or separate school zone in a territorial district but not in a high school district with his parent or guardian in a residence that is fifteen miles or more by road or rail from a secondary school that he is eligible to attend, an elementary school board may, in lieu of providing daily transportation to and from school under subsection 2, reimburse the parent or guardian at the end of each month for the cost of providing for such pupil board, lodging, and transportation once a week from his residence to school and return, in an amount not exceeding $3 for each day of attendance as certified by the principal of the secondary school that the pupil attends."

A secondary school is defined in The Schools Administration Act as a continuation, high or vocational school. This definition does not include a private school.

The elementary school board should be aware that this is permissive legislation. The amount expended by a board in any year will be eligible for grant up to the maximum stated in the subsection quoted above at the board's grant percentage rate in the following year.

A parent or guardian should be instructed to apply in writing to the secretary of his public or separate school board for the board, lodging and transportation reimbursement, stating: the name of the student, the secondary school and grade in which the pupil is enrolled, and the location of the secondary school. The board should then consider the request and inform the parent or guardian in writing whether the request will be granted. Boards should realize that immediate action is necessary.

Special forms are being prepared in the Department to be used in connection with the monthly payment to the parents, and sample copies will be sent in the near future to elementary school inspectors in the territorial districts. Inspectors should direct requests for the necessary supply of the forms to the Grants Office when the number of copies needed is known.

A.H. McKague

A. H. McKague
Superintendent of Supervision.

August 12, 1965.

No. 17: 1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: 1. Engagement of Unqualified Principals and Supervising Principals
2. Engagement of Unqualified Teachers
3. Engagement of Graduates of University of Ottawa and Sudbury Teachers' Colleges
4. Letters of Standing

1. Engagement of Unqualified Principals and Supervising Principals

A Letter of Permission is required for the employment of an elementary school principal who is in charge of a school with an enrolment of 300 or more pupils and whose qualifications do not meet the requirements stated in Section 7 of Regulation 81, Elementary Schools - General.

It is hoped that the inspector and the school board will urge any principal who is deemed to be qualified under subsection (3) of Section 7 of Regulation 81, Elementary Schools - General and who is not taking university work to improve his effectiveness as a principal by taking a summer course each year in such areas as Primary Methods, Junior Education, Intermediate Education or Auxiliary Education.

Where a principal is presently employed under the authority of a Letter of Permission, and where the board wishes to retain him in the same position for the following year, the inspector may inform the board that it will not be necessary to advertise the position if the principal has completed two full university courses during the preceding calendar year. Under these circumstances the application for the Letter of Permission should be submitted to the Department before the close of school in June.

In cases where the enrolment of a school increases from less than 300 to more than 300 pupils and the principal does not hold the Bachelor of Arts degree but is otherwise qualified and has been making constant, adequate progress with university work, the inspector, before advising the school board that the person is not qualified to continue in his present position, is to consult the Department regarding the possibility of securing a Letter of Permission for his continued employment. This should be done at the earliest possible date in order that the board and the principal may know as soon as possible and can plan accordingly for the ensuing school year. If a Letter of Permission is considered possible in such a case, the usual requirement of advertising the position will be waived.

In cases where it will be necessary for a board to advertise for a principal of a school with an enrolment exceeding 300 pupils, the inspector should advise that the necessary action be taken prior to June 1 when the possibility of securing a qualified person is greater. If a Letter of Permission is required because a qualified principal cannot be secured, the application is to be submitted to the Department as soon as the person is employed.

Inspectors are requested to see that teachers and principals of small schools are made aware from time to time of the requirements stated in Section 7 of Regulation 81, Elementary Schools - General so that interested persons may take steps to secure the Bachelor of Arts degree.

The above comments also apply to the employing of a supervising principal.

2. Engagement of Unqualified Teachers

As the Pre-Teachers'-College Summer Course Programme has been discontinued, students who entered the programme but did not complete it are not eligible for employment on Letters of Permission.

Students who have either attended the First Year of the Two-Year Course at a Teachers' College and have failed in the First Year or who hold standing in the First Year of the Two-Year Course but have not attended the Second Year of the Course are not eligible for employment on Letters of Permission.

In accordance with Circular 617(a), December 1961, students who have attended a Teachers' College but have failed in practice teaching or have failed in three or more final examinations are required to return to a Teachers' College to complete their qualifications and are not, therefore, eligible for employment on Letters of Permission.

Subject to the above restrictions, unqualified persons may be employed by a board after July 1 of any year provided (a) that the board has advertised before July 1 in a newspaper having provincial circulation all vacancies that occurred prior to June 1, and has been unable to obtain the services of a qualified teacher; and (b) that the person employed will be recommended by the inspector for a Letter of Permission.

Boards of trustees should be advised that no assurance can be given that a Letter of Permission will be issued to engage an unqualified person who does not hold at least the Secondary School Graduation Diploma of the General Course with at least four options. An application for a Letter of Permission must be accompanied by a copy of the advertisement of the board giving the date and name of the newspaper.

Each application for a Letter of Permission is to be sent to the Department on Form 699, Application for a Letter of Permission, before or immediately after an unqualified teacher enters upon his duties. The required information concerning advertising is to be provided. The application is to be accompanied by a completed Form 699(a), Record of Teaching Experience of Applicant, if the applicant does not hold a basic teaching certificate valid in Ontario. It is embarrassing to the Department, the school board and the inspector concerned when it is necessary to refuse a Letter of Permission after the person has been teaching for several months.

Inspectors are advised that a Letter of Permission will not be issued to a school board to employ as a teacher any person who has been unable to qualify for a teaching certificate after the required period of teaching on the authority of a Letter of Standing, or for a person who cannot qualify for a permanent certificate after teaching experience on an interim certificate.

In the interests of the pupils concerned, many inspectors are urging school boards to replace unqualified teachers who do not make adequate progress each year in improving their academic qualifications. All inspectors are urged to take similar action.

The Inspector is asked to notify all boards concerned and all uncertificated teachers in his inspectorate of the information contained in this item.

3. Engagement of Graduates of University of Ottawa and Sudbury Teachers' Colleges

In order to obtain a permanent certificate a graduate of the University of Ottawa or Sudbury Teachers' College is required to teach successfully for two years in a bilingual class. Neither interim nor permanent certificates held by graduates of the University of Ottawa or Sudbury Teachers' College are valid in classes where French is being taught to English-speaking pupils.

School boards should not expect to be granted Letters of Permission for the employment, in other than bilingual classes, of graduates of the University of Ottawa or Sudbury Teachers' College who hold only interim certificates valid only in bilingual schools, as it is essential that these persons complete the requirements for a permanent certificate.

If the graduate of the University of Ottawa or Sudbury Teachers' College has passed the examinations in English Part 1, English Part 2, and Science at a Teachers' College other than these two Teachers' Colleges, he will of course hold qualifications for teaching in both bilingual classes and English-speaking classes.

Any graduate of the University of Ottawa or Sudbury Teachers' College who holds a permanent bilingual certificate and who is teaching French to English-speaking pupils on the authority of a Letter of Permission will be required to show adequate progress toward a certificate valid in English-speaking classes, before a Letter of Permission will be granted for the following school year. If the inspector has not already done so, he should bring this matter immediately to the attention of all teachers concerned.

4. Letters of Standing

The inspectors are advised that henceforth a Letter of Standing that is issued in July or August of any year shall remain valid until June 30 next following, and that a Letter of Standing granted to a teacher after September 1 of any school year shall remain valid until the second June 30 thereafter.

The inspectors are asked to advise the Department when a teacher has completed one year of successful teaching obtained after the actual date of issue of the Letter of Standing, so that consideration may be given to the granting of an interim certificate.

A teacher who has not obtained a Letter of Standing but hopes to do so, is to be treated as an unqualified person and can be employed by a board only on a Letter of Permission after the requirements in connection with Letters of Permission have been complied with. One of the requirements is an x-ray. The teacher should be instructed to arrange to have a film or plate of the x-ray sent to Dr. C. H. Rorabeck, Room 5509 East Block, Parliament Buildings, Toronto 2. This procedure will remove the necessity of the teacher having another x-ray in connection with his Letter of Standing.

Any teacher who may be eligible for a Letter of Standing in Ontario should be encouraged to take the necessary steps to obtain this qualification to teach. Teaching experience which has been obtained by the teacher on the authority of a Letter of Permission while awaiting the issue of a Letter of Standing may not be counted as part of the successful experience obtained on the authority of a Letter of Standing.

a.H.McKague
Superintendent of Supervision.

MARCH 16, 1965.

No.18:1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Curriculum I.12A (Grade 7 Mathematics)
(Ref. Memoranda No.7:1964-65 and No.12:1964-65)

1. A report on the use of Curriculum I.12A has been prepared by the Curriculum Division of this Branch from the inspectors' reports of December 1964. A copy of this report is enclosed and it will be noted that a forecast of the use of Curriculum I.12A for 1965-66 agrees with the preliminary figures of 75 per cent and of 95 per cent which were indicated in Memorandum No.12:1964-65. The inspectors will be interested in the other information contained in the copy of the report which is complete except for individual inspectorate data.

2. It has now been decided that the use of Curriculum I.12A will remain optional for the school year 1965-66.

3. The Department recognizes that where there is uniformity in the experience of pupils entering Grade 9 many administrative and teaching problems in secondary schools are eliminated. The continued co-operation of the inspectors in giving leadership to in-service programs and in supervision is solicited in having this result achieved. Where there are good reasons that complete implementation of the new program cannot be achieved in 1965-66, consideration will be given to allowing a further year for those few remaining schools.

4. Appreciation is extended to the inspectors for their full co-operation in having the new approach to mathematics introduced into the schools.

L. M. Johnston
Director of Program Branch.

April 1, 1965.

No. 19: 1964-65
ELEMENTARY

ONTARIO
DEPARTMENT OF EDUCATION
44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS
Re: Changes in Provincial and Municipal Inspectorates, Effective August 1, 1965

A. Public Schools

1. Carleton No. 3 (Nepean T.S.A.) will become a municipal inspectorate.

2. The Town of Whitby will be removed from Ontario No. 2 and established as a municipal inspectorate to be known as Ontario No. 6 (Whitby P.S. Bd.).

3. There will be transferred from Ontario No. 1 to Ontario No. 2: Reach T.S.A., Scugog T.S.A., Village of Port Perry.

4. York No. 7 (Village of Woodbridge) will be removed from Peel No. 2 and York No. 7 and added to York No. 4.

5. There will be transferred from York No. 1 to Ontario No. 1 renaming the inspectorate Ontario No. 1 and York No. 7: Georgina T.S.A.

6. There will be transferred from York No. 2 to Ontario No. 1 and York No. 7: Village of Stouffville.

7. There will be transferred from Peel No. 1 to Dufferin No. 1 renaming the inspectorate Dufferin No. 1 and Peel No. 5: Caledon T.S.A.

8. There will be transferred from Peel No. 1 to Peel No. 2: Albion T.S.A. (including the Village of Caledon East).

9. The Town of Trenton will be removed from the inspectorate of Hastings No. 5 and established as a municipal inspectorate to be known as Hastings No. 6 (Trenton Bd. of Ed.).

10. There will be transferred from Norfolk No. 1 to Norfolk No. 2: Middleton T.S.A.

11. There will be transferred from Nipissing No. 5 to Nipissing No. 6 and Parry Sound No. 1: Widdifield Township School Area.

12. There will be transferred from Nipissing No. 5 to Nipissing No. 2 and the City of North Bay: All of Nipissing No. 5 with the exception of Widdifield T.S.A.

13. The inspectorate of Nipissing No. 6 and Parry Sound No. 1 will be known as Nipissing No. 5 and Parry Sound No. 1.

14. The four inspectorates of Thunder Bay Nos. 1, 2, 3 and Thunder Bay No. 4 and Rainy River No. 2 will be reorganized into three inspectorates to be known as Thunder Bay No. 1, Thunder Bay No. 2, Thunder Bay No. 3 and Rainy River No. 2.

15. There will be transferred from Algoma No. 1 to Thunder Bay No. 1: White River T.S.A.

B. Separate Schools (Bilingual)

1. There will be established a new inspectorate to be known as Timmins R.C. Division No. 3.

2. There will be transferred from Cochrane R.C. Division to Timmins R.C. Division No. 3: Townships of Black River and Playfair.

3. There will be transferred from Elliot Lake R.C. Division to Timmins R.C. Division No. 3: Townships of Chapleau, Mageau, Racine and Twp. 22.

4. There will be transferred from Kapuskasing R.C. Division to Cochrane R.C. Division: Town of Smooth Rock Falls.

5. There will be transferred from Timmins R.C. Division No. 1 to Timmins R.C. Division No. 3: Townships of Cody, Deloro, Foleyet, German, Hoyle, Matheson, Mountjoy, Tisdale and the inspection of the bilingual classes in the following schools in the City of Timmins: Golden Avenue (unnamed), St. Antoine and Ste. Marie.

6. There will be transferred from Sudbury R.C. Division No. 2 to Sudbury R.C. Division No. 3: Townships of MacLennan, Noble and Norman, Town of Capreol (Inspection of bilingual classes).

H. E. Elborn
....
Assistant Deputy Minister.

MAY 21, 1965.

No.20:1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

1. Form G60

The form that has been in use for some time for the approval of capital expenditures from current funds, Form G60, has been re-designed to meet the changes made in Section 13 (15) (d) of Regulations, General Legislative Grants, 1965. The new Form G60 is an application for approval of certain expenditures for the elementary and secondary school boards that are applicable in accordance with the Regulations.

One copy of the new Form G60 will be forwarded to each inspector when the supply has been received from the printer. The inspector is asked to requisition for an adequate supply and to destroy all copies of former printings.

The instructions for the use of Form G60 are printed on the form. The inspectors are asked to ensure that the new Form is used for any expenditures that are applicable and that have been made since January 1, 1965. The new procedure demands that approval of the expenditure be requested and received before the expenditure is made.

2. Purchase of School Buses

The Department of Education wishes to bring to the attention of the owners of school buses a request which has been received from some of the bus manufacturers.

In order to assist the manufacturers to make deliveries of buses on time and to distribute the production load over the school year, school boards and bus operators who are considering the purchase of new buses for the next school year are asked to place their orders as early in the year as possible.

3. Renovations Proposal

Where an elementary or secondary school board wishes to undertake the renovation of existing classroom accommodation and apply for legislative grant under the provisions of Section 13 (15) (c) of Regulations, General Legislative Grants, 1965, the inspector should request from the Technical Adviser's Office of the Department copies of the Building Proposal Forms for Renovations.

L. M. Johnston

for Assistant Deputy Minister.

May 26, 1965.

CaB

No.21:1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: ELEMENTARY SCHOOL INSPECTORS
SECONDARY SCHOOL INSPECTORS
PRINCIPALS OF TEACHERS' COLLEGES AND COLLEGES OF EDUCATION
OFFICIALS OF SUPERVISION AND TEACHER EDUCATION BRANCHES

Re: Regional Conferences of Supervision and Teacher Education Personnel

1. A recent announcement in Circular 1965-13 stated that the regional conferences of inspectors and Teachers' College staffs would again be held in the fall of 1965, with the executives elected at the conferences of 1963-64 assuming the duties of organizing the meetings. The theme of each conference should be as decided by the executives concerned.

2. Each conference in Southern Ontario will be for one day only and will be held at the Teachers' Colleges. The St. Catharines Teachers' College Group will meet with the Hamilton Group at Hamilton. The Lakehead and North Bay Groups will meet with the Sudbury Group at Sudbury for a two-day conference in January or February. The Departmental representatives will not be present on the second day.

3. In each case the executive will plan the conference for the period from 9 a.m. to 4 p.m. leaving a period of 1½ hours, preferably between the morning coffee break and noon, for the Supervision and Teachers' College staffs to meet separately. Suitable rooms should be allocated for this purpose.

4. Personnel in the Supervision Division will attend the conference at the Teachers' College which serves the area in which they are located.

New Areas in Supervision Division:
London Area
(a) The inspectors located in Essex and Kent will continue to attend the Windsor Conference.
(b) The inspectors located in Lambton, Elgin and Middlesex will continue to attend the London Conference.
(c) The inspectors located in Huron and Bruce will continue to attend the Stratford Conference.

Kitchener-Waterloo Area
(a) The inspectors located in Grey, Wellington, Waterloo and Perth will continue to attend the Stratford Conference.
(b) The inspectors located in Brant and Norfolk will continue to attend the Hamilton Conference.
(c) The inspectors located in Oxford will continue to attend the London Conference.

Port Arthur-Fort William, Sudbury and North Bay Areas
All inspectors will attend the Sudbury Conference.

East Central Division
All secondary school inspectors will attend the Toronto Conference.

West Central Division
All secondary school inspectors will attend the Lakeshore Conference.

It is expected that the Area Superintendents at London and Kitchener-Waterloo will attend each conference attended by inspectors in their areas.

The Toronto O.C.E. staff will take part in the Toronto Conference. Professor R.B. Baine has been asked to serve on the executive.

The London O.C.E. staff will be represented at the London Conference by Dr. W. Turner who will serve on the executive.

5. The Executives in charge are as follows:

Hamilton - Pres. J.R.M. Peat
Sec. J.W. Pell
Lakeshore - Pres. R.H. Macklem
Sec. J.M. McEachern
London - Pres. J.G. Elford (replacing N.B. Massey)
Sec. Miss G. Bergey
Ottawa - Pres. Miss Y. Beneteau
Sec. Miss R.G. DeGuire
Peterborough - Pres. H.L. Knight
Sec. N.T. Emery
Stratford - Pres. B.H. Bennett
Sec. F.J. Clifford
Sudbury - Pres. A.J. MacAskill
Sec. F.R. Mills
Additional members of Executive. J.R. Giroux
G.R. Allan
Toronto - Pres. D.L. Bornhold
Sec. G.S. McIntyre
Windsor - Pres. L.A. Elliott
Sec. Mrs. G.A.K. Foster

6. The conference dates will be forwarded as soon as the practice teaching weeks have been selected.

H.E. Elborn

H.E. Elborn
Assistant Deputy Minister.

May 28, 1965.

No.23:1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Transportation Forms

1. Each inspector in charge of an elementary school inspectorate is asked to complete the enclosed request for the necessary supplies of transportation forms for use during 1965-66 for boards that provide transportation to elementary or to secondary schools.

2. Forms T1, T9, T11 and G16, have been reprinted without revision and existing supplies of the 1964-65 editions will continue to be used.

3. Form T8, Instructions re Transportation, has been revised. All old copies should be destroyed and a sufficient number of the new Form T8 should be ordered to meet requirements.

A.H.McKague
Superintendent of Supervision.

June 18, 1965.

_______________________________ 1965.

Superintendent of Supervision,
Department of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

Dear Sir:

It will be appreciated if the following may be forwarded to this office:

Quantity	Form
________	T1 - Agreement for Transportation
________	T8 - Instructions re Transportation
________	T9 - List of Pupils
________	T11- Summary of Routes
________	G16- Application for Approval of Transportation

Yours truly,

....
Inspector

....
Inspectorate

....
Address

No.22:1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: ELEMENTARY SCHOOL INSPECTORS
SECONDARY SCHOOL INSPECTORS
PRINCIPALS OF TEACHERS' COLLEGES AND COLLEGES OF EDUCATION
OFFICIALS OF SUPERVISION AND TEACHER EDUCATION BRANCHES

Re: Regional Conferences of Supervision and Teacher Education Personnel

1. With reference to Memorandum No.21:1964-65, the practice teaching weeks at the Teachers' Colleges have now been selected and the conference dates have now been decided as follows:

Hamilton - Tuesday, November 23
Lakeshore - Friday, November 19
London - Thursday, December 9
Ottawa - Thursday, December 2
Peterborough - Wednesday, November 17
Stratford - Friday, December 10
Toronto - Monday, November 15
Windsor - Thursday, November 25

2. The Sudbury Conference will be held for two days: Wednesday and Thursday, February 2 and 3, 1966.

H. E. Elborn
Assistant Deputy Minister.

June 15, 1965.

No.24: 1964-65
Elementary

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Changes in Separate School Inspectorates, effective August 1, 1965

1. The Metropolitan Separate School Zone has been established as a municipal inspectorate.

2. Brantford Division will be renamed Brantford Division No.2 and there will be established a new inspectorate to be known as Brantford Division No.1.

3. There will be transferred from Brantford Division No.2 to Brantford Division No.1:
    City of Brantford.

4. There will be transferred from Burlington Division to Brantford Division No.2:
    Township of Ancaster.

5. Oshawa Division will be renamed Oshawa Division No.2 and there will be established a new inspectorate to be known as Oshawa Division No.1.

6. There will be transferred from Oshawa Division No.2 to Oshawa Division No.1:
    City of Oshawa.

7. There will be transferred from Toronto Division No.2 to Oshawa Division No.2:
    Township of Pickering,
    Village of Pickering.

H. E. Elborn

Assistant Deputy Minister.

July 5, 1965.

UNIVERSITIES IN THE PROVINCE OF ONTARIO

Some changes 12/8/65

University of Toronto, at Toronto
Mr. Robin Ross, M.A.
Registrar

Queen's University, at Kingston
Miss Jean I. Royce, B.A.
Registrar

University of Western Ontario, at London
Dr. James Keith Watson
Registrar

McMaster University, at Hamilton
Mr. C.W.H. Linton, B.A.
Registrar

University of Ottawa, at Ottawa
Rev. Gerard Gagnon, O.M.I., Ph.D.
Secretary

Carleton University, at Ottawa
Mr. A.J. Earp, M.A.
Registrar

University of Windsor, at Windsor
Miss Barbara Birch, M.A.
Registrar

Laurentian University of Sudbury, at Sudbury
Mr. A.M. Nicholson, B.A.
Registrar

York University, at Toronto
Mr. Donald S. Rickerd, M.A.
Registrar

University of Waterloo, at Waterloo
Mr. A.P. Gordon, B.A.
Registrar

Waterloo Lutheran University, at Waterloo
Mr. J. Kopas, B.A.
Registrar

Lakehead College of Arts, Science and Technology, at Port Arthur
Mr. D.E. Ayre, B.A.
Registrar

University of Guelph, at Guelph
Mr. H.W. Pettipiere, B.S.A., M.Ed.
Registrar

Brock University, at St. Catharines
Prof. E.E. Goldsmith
Registrar

Trent University, at Peterborough,
Mr. J.S. Pettigrew, M.A.
Registrar

INDEX

DEPARTMENT OF EDUCATION MEMORANDA

September - December, 1964

NO.

Additional Days for Grant Purposes under Section 5 (c) of The Department of Education Act.... 7
Appointment of Associate Examiners for the Grade 13 Examinations of 1965.... 45
Appointment of an Implementation Committee.... 17
Art, Grade 13 Departmental Examination.... 34
Associate Examiners, Appointment of for Grade 13 Examinations.... 45

Biology, Distribution of Curriculum RP-50.... 10
Biology, Grade 13 Departmental Examination, 1966.... 22
Board-Sponsored Winter Courses for Teachers, for Certificate Credit.... 32
Botany, Grade 13 Departmental Examination, 1965.... 22
Bursaries, Student-Aid.... 30
Bursaries, Type A.... 20

Certificate Credit, Board-Sponsored Winter Courses.... 32
Certificates Accepted as the Equivalent of Certain Secondary School Music Options.... 15
Certificates, Courses Leading to.... 43
Certificates Issued under the Authority of The Department of Education Act and Regulations.... 37
Changes in the Grade 13 Departmental Examinations for 1964-65.... 4
Clarification of Certain Statements in Curriculum S.8.... 29
Classification of Pupils.... 3
Comments on Grade 13 Examinations, 1964.... 35
Committee, General and Advanced Levels of Instruction.... 19
Copies of Correspondence to District Inspectors.... 3
Correspondence Courses.... 5
Correspondence Courses, Part-Time Teaching of Students.... 27
Correspondence to District Inspectors.... 3
Course Outlines for the Grade 12 Technical (Shop) Subjects.... 21
Course Outlines for the Grade 12 Technical (Shop) Subjects.... 40
Courses, Board-Sponsored Winter Courses for Certificate Credit.... 32
Courses Leading to Teaching Certificates Valid in Ontario Secondary Schools. 43
Curriculum RP-46 (Revised 1964) Programme de Francais - Classes Secondaires de Langue Francaise.... 26
Curriculum RP-50, Distribution of Biology.... 10
Curriculum S.8, Clarification of.... 29
Curriculum S.12B, Distribution of, Mathematics, Grade 12, Five-Year Programme.... 26

Departmental Summer Courses, 1965.... 46
Diplomas Issued Under the Authority of The Department of Education Act and Regulations.... 37
Discontinuance of the Two-Year Course at the Teachers' Colleges.... 18
Distribution of Curriculum RP-50, Biology.... 10
Distribution of Curriculum S.12B, Mathematics, Grade 12, Five-Year Programme, All Branches.... 26
Distribution of Principal's Confidential Report Form to Universities.... 21
District Inspectors, Correspondence to.... 3

NO.

Employment of Secondary School Teachers.. 43
English, Examination Program of.. 21
English, Experimental Single Examination in Grade 13........................... 16
English, Grade 13 Candidates who already hold standing in one paper but not in both... 39
English, Grade 13 Departmental Examination..................................... 33
Error in Memorandum 1964-65:26, Section 6, Statements of Standing.............. 21
Examination, Grade 12 Departmental in World History............................ 23
Examination, Grade 13 Departmental in Art...................................... 34
Examination, Grade 13 Departmental in English.................................. 33
Examination, Grade 13 Departmental in Francais................................. 36
Examination Program in English for Students of Grades 9 to 12.................. 21
Examination, 3-hour Grade 13 in Problems, 1965.................................. 41
Examinations, Appointment of Associate Examiners for............................ 45
Examinations, Changes in the Grade 13 Departmental for 1964-65.................. 4
Examinations, Comments on Grade 13, 1964.. 35
Examinations, Grade 12 Departmental... 12
Examinations, Grade 12 Departmental, 1965....................................... 47
Examinations, Grade 13 Departmental in Botany and Zoology of 1965 and Biology of 1966.. 22
Examinations, Grade 13 Time-Table... 42
Examinations, Objective-Type Questions for Grade 13............................. 48
Examinations, Single 3-hour Paper for the Grade 13 Languages.................... 22
Experimental Single Examination in Grade 13 English, 1964....................... 16
Experimental Writing Program, 1964.. 16

Films on Forestry... 11
Films on the Mining and Mineral Industry.. 11
Fire Drill.. 3
Forestry Films.. 11
Francais, Curriculum RP-46 (Revised 1964)....................................... 26
Francais, Grade 13 Candidates who already hold standing in one paper but not in both.. 39
Francais, Grade 13 Departmental Examination..................................... 36
Francaise, Curriculum RP-46 (Revised 1964)...................................... 26
French, Grade 13 Candidates who already hold standing in one paper but not in both... 39
Future Distribution of Memoranda.. 3

General and Advanced Levels of Instruction in Grade 13 (and in the proposed Matriculation Year)... 19
German, Grade 13 Candidates who already hold standing in one paper but not in both... 39
Grade 12 Departmental Examinations in 1964-65................................... 12
Grade 12 Departmental Examination, 1965... 47
Grade 12 Departmental Examination in World History - Part II, 1965............. 23
Grade 12 Departmental Tests in 1964-65.. 12
Grade 13 Departmental Examination in Art, 1965.................................. 34
Grade 13 Departmental Examinations in Botany and Zoology of 1965 and Biology of 1966... 22
Grade 13 Departmental Examination in English, 1965.............................. 33
Grade 13 Departmental Examination in Francais, 1965............................. 36
Grade 13 Departmental Examination Time-Table, 1965.............................. 42

NO.

Grant, Additional Days for Purpose of........ 7
Grant, Special Vocational for Library Books........ 21
Greek, Grade 13 Candidates who already hold standing in one paper but not in both........ 39
Greek, Prescriptions for Grade 12........ 2
Gymnasium and Library Facilities in Secondary Schools........ 30

Hairdressing in Special Vocational Schools and Occupational Classes........ 11
Heads of Departments, Summer Seminar........ 25
Holiday, Jewish, on Opening Day of School........ 1

Identification, Teacher's Superannuation Number........ 3
Implementation Committee, Appointment of........ 17
Index for Departmental Memoranda........ 44
Information about Diplomas, Certificates, and Statements of Standing Issued Under the Authority of The Department of Education Act and Regulations........ 37
Italian, Grade 13 Candidates who already hold standing in one paper but not in both........ 39

Jewish Holiday on Opening Day of School........ 1

Languages, Single 3-hour Paper for the Grade 13 Departmental Examinations........ 22
Latin, Grade 13 Candidates who already hold standing in one paper but not in both........ 39
Latin, Prescriptions for Grade 12........ 2
Library Books, Special Vocational Grant........ 21
Library Facilities in Secondary Schools........ 30
Lists of Teachers Requiring Inspection........ 3

Mathematics, Distribution of Curriculum S.12B, Grade 12, Five-Year Programme.. 26
Mathematics, Prizes Awarded by the Canadian Mathematical Congress........ 28
Memoranda, Future Distribution of........ 3
Memoranda, Index for........ 44
Memoranda, Reading of........ 3
Mining and Mineral Industry Films........ 11
Municipal Works Assistance Act, 1963........ 26
Music Options, Certificates Accepted as the Equivalent of........ 15

New Branches or Divisions, Department of Education........ 31

Objective-type Questions for Grade 13 Departmental Examinations, 1965........ 48
Option of World Politics in Four-Year Program........ 11

Part-time Teaching of Students of the Correspondence Courses Division........ 27
Physical and Health Education........ 24
Prescriptions for Grade 12 Latin and Greek, 1964-65........ 2
Principal's Confidential Report Form, Distribution of........ 21
Principals' Course........ 14
Prizes Awarded by the Canadian Mathematical Congress........ 28
Pupils, Classification of........ 3

Reading of Memoranda........ 3
Reclassification of County Pupils, January 1, 1965........ 26
Russian, Grade 13 Candidates who already hold standing in one paper but not in both........ 39

NO.

Scholarships for Study Outside Ontario, 1965-66 6
Secondary School Principals' Course, 1965 14
Single 3-hour Paper in Each of the Languages for the Grade 13 Departmental Examinations of 1965 22
Spanish, Grade 13 Candidates who already hold standing in one paper but not in both 39
Special Provision in June, 1965, for Grade 13 Candidates who already hold standing in one paper but not in both papers, of English, Francais German, Spanish, Italian, or Russian 39
Special Vocational Grant for Certain Library Books 21
Statements of Standing 26
Statements of Standing, Error in Memorandum 1964-65:26 21
Statements of Standing Issued under the authority of The Department of Education Act and Regulations 37
Student-Aid Bursaries 30
Summer Courses, Departmental, 1965 46
Summer Seminar for Heads of Departments 25
Superannuation, Teacher's Identification Number 3
Supervision of Teachers-in-Training who attended first summer courses in 1964 towards a basic teacher's certificate 8

Teacher Exchange for 1965-66 9
Teachers' Colleges, Discontinuance of the Two-Year Course 18
Teachers, Employment of 43
Teacher's Identification (superannuation) number 3
Teachers-in-Training, Supervision of 8
Teachers Requiring Inspection 3
Technical (Shop) Subjects, Course Outlines for Grade 12 21
Technical (Shop) Subjects, Course Outlines for Grade 12 40
Tests, Grade 12 Departmental 12
3-hour Grade 13 Departmental Examination in Problems, 1965 41
Time-Table, Grade 13 Departmental Examination 42
Type A Bursaries 20

UNICEF (United Nations International Children's Emergency Fund) 26

World History, Grade 12 Departmental Examination 23
World Politics, Four-Year Program 11

Youth Allowances Act 11

Zoology, Grade 13 Departmental Examination, 1965 22

INDEX

DEPARTMENT OF EDUCATION MEMORANDA

September - December, 1964

NO.

Additional Days for Grant Purposes under Section 5 (c) of The Department of Education Act 7
Appointment of Associate Examiners for the Grade 13 Examinations of 1965 45
Appointment of an Implementation Committee 17
Art, Grade 13 Departmental Examination 34
Associate Examiners, Appointment of for Grade 13 Examinations 45

Biology, Distribution of Curriculum RP-50 10
Biology, Grade 13 Departmental Examination, 1966 22
Board-Sponsored Winter Courses for Teachers, for Certificate Credit 32
Botany, Grade 13 Departmental Examination, 1965 22
Bursaries, Student-Aid 30
Bursaries, Type A 20

Certificate Credit, Board-Sponsored Winter Courses 32
Certificates Accepted as the Equivalent of Certain Secondary School Music Options 15
Certificates, Courses Leading to 43
Certificates Issued under the Authority of The Department of Education Act and Regulations 37
Changes in the Grade 13 Departmental Examinations for 1964-65 4
Clarification of Certain Statements in Curriculum S.8 29
Classification of Pupils 3
Comments on Grade 13 Examinations, 1964 35
Committee, General and Advanced Levels of Instruction 19
Copies of Correspondence to District Inspectors 3
Correspondence Courses 5
Correspondence Courses, Part-Time Teaching of Students 27
Correspondence to District Inspectors 3
Course Outlines for the Grade 12 Technical (Shop) Subjects 21
Course Outlines for the Grade 12 Technical (Shop) Subjects 40
Courses, Board-Sponsored Winter Courses for Certificate Credit 32
Courses Leading to Teaching Certificates Valid in Ontario Secondary Schools. 43
Curriculum RP-46 (Revised 1964) Programme de Francais - Classes Secondaires de Langue Francaise 26
Curriculum RP-50, Distribution of Biology 10
Curriculum S.8, Clarification of 29
Curriculum S.12B, Distribution of, Mathematics, Grade 12, Five-Year Programme 26

Departmental Summer Courses, 1965 46
Diplomas Issued Under the Authority of The Department of Education Act and Regulations 37
Discontinuance of the Two-Year Course at the Teachers' Colleges 18
Distribution of Curriculum RP-50, Biology 10
Distribution of Curriculum S.12B, Mathematics, Grade 12, Five-Year Programme, All Branches 26
Distribution of Principal's Confidential Report Form to Universities 21
District Inspectors, Correspondence to 3

NO.

Employment of Secondary School Teachers........ 43
English, Examination Program of........ 21
English, Experimental Single Examination in Grade 13........ 16
English, Grade 13 Candidates who already hold standing in one paper but not in both........ 39
English, Grade 13 Departmental Examination........ 33
Error in Memorandum 1964-65:26, Section 6, Statements of Standing........ 21
Examination, Grade 12 Departmental in World History........ 23
Examination, Grade 13 Departmental in Art........ 34
Examination, Grade 13 Departmental in English........ 33
Examination, Grade 13 Departmental in Francais........ 36
Examination Program in English for Students of Grades 9 to 12........ 21
Examination, 3-hour Grade 13 in Problems, 1965........ 41
Examinations, Appointment of Associate Examiners for........ 45
Examinations, Changes in the Grade 13 Departmental for 1964-65........ 4
Examinations, Comments on Grade 13, 1964........ 35
Examinations, Grade 12 Departmental........ 12
Examinations, Grade 12 Departmental, 1965........ 47
Examinations, Grade 13 Departmental in Botany and Zoology of 1965 and Biology of 1966........ 22
Examinations, Grade 13 Time-Table........ 42
Examinations, Objective-Type Questions for Grade 13........ 48
Examinations, Single 3-hour Paper for the Grade 13 Languages........ 22
Experimental Single Examination in Grade 13 English, 1964........ 16
Experimental Writing Program, 1964........ 16

Films on Forestry........ 11
Films on the Mining and Mineral Industry........ 11
Fire Drill........ 3
Forestry Films........ 11
Francais, Curriculum RP-46 (Revised 1964)........ 26
Francais, Grade 13 Candidates who already hold standing in one paper but not in both........ 39
Francais, Grade 13 Departmental Examination........ 36
Francaise, Curriculum RP-46 (Revised 1964)........ 26
French, Grade 13 Candidates who already hold standing in one paper but not in both........ 39
Future Distribution of Memoranda........ 3

General and Advanced Levels of Instruction in Grade 13 (and in the proposed Matriculation Year)........ 19
German, Grade 13 Candidates who already hold standing in one paper but not in both........ 39
Grade 12 Departmental Examinations in 1964-65........ 12
Grade 12 Departmental Examination, 1965........ 47
Grade 12 Departmental Examination in World History - Part II, 1965........ 23
Grade 12 Departmental Tests in 1964-65........ 12
Grade 13 Departmental Examination in Art, 1965........ 34
Grade 13 Departmental Examinations in Botany and Zoology of 1965 and Biology of 1966........ 22
Grade 13 Departmental Examination in English, 1965........ 33
Grade 13 Departmental Examination in Francais, 1965........ 36
Grade 13 Departmental Examination Time-Table, 1965........ 42

NO.

Grant, Additional Days for Purpose of........ 7
Grant, Special Vocational for Library Books........ 21
Greek, Grade 13 Candidates who already hold standing in one paper but not in both........ 39
Greek, Prescriptions for Grade 12........ 2
Gymnasium and Library Facilities in Secondary Schools........ 30

Hairdressing in Special Vocational Schools and Occupational Classes........ 11
Heads of Departments, Summer Seminar........ 25
Holiday, Jewish, on Opening Day of School........ 1

Identification, Teacher's Superannuation Number........ 3
Implementation Committee, Appointment of........ 17
Index for Departmental Memoranda........ 44
Information about Diplomas, Certificates, and Statements of Standing Issued Under the Authority of The Department of Education Act and Regulations........ 37
Italian, Grade 13 Candidates who already hold standing in one paper but not in both........ 39

Jewish Holiday on Opening Day of School........ 1

Languages, Single 3-hour Paper for the Grade 13 Departmental Examinations........ 22
Latin, Grade 13 Candidates who already hold standing in one paper but not in both........ 39
Latin, Prescriptions for Grade 12........ 2
Library Books, Special Vocational Grant........ 21
Library Facilities in Secondary Schools........ 30
Lists of Teachers Requiring Inspection........ 3

Mathematics, Distribution of Curriculum S.12B, Grade 12, Five-Year Programme........ 26
Mathematics, Prizes Awarded by the Canadian Mathematical Congress........ 28
Memoranda, Future Distribution of........ 3
Memoranda, Index for........ 44
Memoranda, Reading of........ 3
Mining and Mineral Industry Films........ 11
Municipal Works Assistance Act, 1963........ 26
Music Options, Certificates Accepted as the Equivalent of........ 15

New Branches or Divisions, Department of Education........ 31

Objective-type Questions for Grade 13 Departmental Examinations, 1965........ 48
Option of World Politics in Four-Year Program........ 11

Part-time Teaching of Students of the Correspondence Courses Division........ 27
Physical and Health Education........ 24
Prescriptions for Grade 12 Latin and Greek, 1964-65........ 2
Principal's Confidential Report Form, Distribution of........ 21
Principals' Course........ 14
Prizes Awarded by the Canadian Mathematical Congress........ 28
Pupils, Classification of........ 3

Reading of Memoranda........ 3
Reclassification of County Pupils, January 1, 1965........ 26
Russian, Grade 13 Candidates who already hold standing in one paper but not in both........ 39

NO.

Scholarships for Study Outside Ontario, 1965-66.......... 6
Secondary School Principals' Course, 1965.......... 14
Single 3-hour Paper in Each of the Languages for the Grade 13 Departmental Examinations of 1965.......... 22
Spanish, Grade 13 Candidates who already hold standing in one paper but not in both.......... 39
Special Provision in June, 1965, for Grade 13 Candidates who already hold standing in one paper but not in both papers, of English, Francais German, Spanish, Italian, or Russian.......... 39
Special Vocational Grant for Certain Library Books.......... 21
Statements of Standing.......... 26
Statements of Standing, Error in Memorandum 1964-65:26.......... 21
Statements of Standing Issued under the authority of The Department of Education Act and Regulations.......... 37
Student-Aid Bursaries.......... 30
Summer Courses, Departmental, 1965.......... 46
Summer Seminar for Heads of Departments.......... 25
Superannuation, Teacher's Identification Number.......... 3
Supervision of Teachers-in-Training who attended first summer courses in 1964 towards a basic teacher's certificate.......... 8

Teacher Exchange for 1965-66.......... 9
Teachers' Colleges, Discontinuance of the Two-Year Course.......... 18
Teachers, Employment of.......... 43
Teacher's Identification (superannuation) number.......... 3
Teachers-in-Training, Supervision of.......... 8
Teachers Requiring Inspection.......... 3
Technical (Shop) Subjects, Course Outlines for Grade 12.......... 21
Technical (Shop) Subjects, Course Outlines for Grade 12.......... 40
Tests, Grade 12 Departmental.......... 12
3-hour Grade 13 Departmental Examination in Problems, 1965.......... 41
Time-Table, Grade 13 Departmental Examination.......... 42
Type A Bursaries.......... 20

UNICEF (United Nations International Children's Emergency Fund).......... 26

World History, Grade 12 Departmental Examination.......... 23
World Politics, Four-Year Program.......... 11

Youth Allowances Act.......... 11

Zoology, Grade 13 Departmental Examination, 1965.......... 22

Circular 612
Revised 1964
8M-64-1203

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM re TEACHING CERTIFICATES

Valid in the Secondary Schools

1. Period of validity of interim teaching certificates

Each of the interim teaching certificates listed below, including those granted under former Regulations, is valid for only five years from the date of issue.

Interim High School Assistant's Certificate, Type B
Interim High School Assistant's Certificate, Type A
Interim Vocational Certificate, Type B
Interim Vocational Certificate, Type A
Interim Occupational Certificate, Type B
Interim Occupational Certificate, Type A
Interim Specialist Commercial Certificate
Interim Specialist Accountancy Certificate
Interim Specialist Secretarial Certificate
Interim Intermediate Home Economics Certificate
Interim Intermediate Industrial Arts Certificate
Interim Specialist Certificate in Industrial Arts
Interim Specialist Certificate in Vocal Music
Interim Specialist Certificate in Instrumental Music
Interim Specialist Certificate in Physical and Health Education
Interim Secondary School Principal's Certificate

A teacher who has fulfilled the conditions described in item 2 is eligible for a permanent teaching certificate and should apply for it by following the procedure outlined in item 3.

2. Teaching experience requirements for permanent teaching certificates

The following extracts from relevant Regulations will be useful as a guide to teachers who are concerned.

for the Permanent High School Assistant's Certificate

...two years of successful teaching experience in a high- or continuation-school or a collegiate institute, or in the academic classes of a vocational school, or in grades 9 and 10 of an elementary school, or in grade 11 or 12 of an inspected private school, subsequent to the date of the Interim High School Assistant's Certificate, Type B, **at least one year of which shall be in a secondary school** or **in grade 11 or 12 of an inspected private school,** certified by the inspector concerned.

for the High School Specialist's Certificate

...two years of successful teaching experience in a high- or continuation-school or a collegiate institute, or in the academic classes of a vocational school or in grade 11 or 12 of an inspected private school, as indicated below, subsequent to the date of the Interim High School Assistant's Certificate, Type A, certified by the inspector concerned.

...For the purpose of the High School Specialist's Certificate "two years of teaching experience" (Four-Year or Five-Year Program) means, in the case of,

(1) Art, two years of teaching Art, including at least one year in grade 11, 12, or 13;

(2) Classics or Latin and Greek, two years of teaching Latin, or Latin and Greek, including at least one year of teaching Latin in grade 11, 12 or 13;

(3) English, two years of teaching English, including at least one year in grade 11, 12 or 13;

(4) English and History, two years of teaching English and/or History, including at least one year of teaching English in grade 11, 12 or 13 and at least one year of teaching History in grade 11, 12, or 13;

(5) English and French, two years of teaching English and/or French, including at least one year of teaching English in grade 11, 12, or 13 and at least one year of teaching French in grade 11, 12, or 13;

(6) English and Latin, two years of teaching English and/or Latin, including at least one year of teaching English in grade 11, 12, or 13 and at least one year of teaching Latin in grade 11, 12, or 13;

(7) English and Russian, two years of teaching English and/or Russian, including at least one year of teaching English in grade 11, 12, or 13;

(8) French Language and Literature, two years of teaching French or Français, including at least one year in grade 11, 12, or 13;

(9) French and German, two years of teaching French and/or German, including at least one year of teaching French in grade 11, 12, or 13;

(10) French and Spanish, two years of teaching French and/or Spanish, including at least one year of teaching French in grade 11, 12, or 13;

(11) French and Italian, two years of teaching French and/or Italian, including at least one year of teaching French in grade 11, 12, or 13;

(12) French and Russian, two years of teaching French and/or Russian, including at least one year of teaching French in grade 11, 12, or 13;

(13) Latin and French, two years of teaching Latin and/or French, including at least one year of teaching Latin in grade 11, 12, or 13 and at least one year of teaching French in grade 11, 12, or 13;

(14) Geography, two years of teaching Geography, including at least one year in grade 11, 12, or 13;

(15) Geography and Geology, two years of teaching Geography and/or Geology, including at least one year of teaching Geography in grade 11, 12, or 13 and at least one year of teaching Geology in grade 11 or 12;

(16) Home Economics, two years of teaching Home Economics, including at least one year in grade 11 or 12;

(17) History, two years of teaching History, including at least one year in grade 11, 12, or 13;

(18) Mathematics, two years of teaching Mathematics, including at least one year in grade 11, 12, or 13;

(19) Mathematics and Physics, two years of teaching Mathematics or Physics, including at least one year of teaching Mathematics or Physics in grade 11, 12, or 13;

(20) Vocal Music, two years of teaching Vocal Music, including at least one year in grade 11, 12, or 13, or two years of extra-curricular choral work with pupils of grade 11, 12, or 13;

(21) Instrumental Music, two years of teaching Instrumental Music, including at least one year in grade 11, 12, or 13 or two years of extra-curricular instrumental work with pupils of grade 11, 12, or 13;

(22) Physical Education, two years of teaching Physical Education, including at least one year in grade 11, 12, or 13 in a school equipped with a gymnasium;

(23) Science, Physics and Chemistry, Physics and Biology, Chemistry and Biology, Physics, Chemistry, Biology, or Geology, two years of teaching science, including at least one year of teaching in grade 11, 12, or 13 a science named in the interim certificate;

(24) Agriculture,

(a) two years of teaching Agriculture in grades 9, 10, 11, or 12 or Agricultural Science in grade 11 or 12;

or

(b) two years of teaching Agriculture, Agricultural Science, or Science, including one year of teaching Agriculture in grade 9, 10, 11 or 12 or Agricultural Science in grade 11 or 12, and one year of Science in grade 11, 12 or 13;

or

(c) where the teacher holds, in addition to the Interim High School Assistant's Certificate, Type A in Agriculture, endorsement in Physics, Chemistry, or Biology, two years of teaching science in grade 11, 12, or 13;

(25) Political Science, two years of teaching World Politics;

(26) Economics, two years of teaching Economics;

(27) Political Science and Economics, two years of teaching World Politics or Economics.

For the Permanent Vocational Certificate

...two years of successful teaching experience in the subject or subjects covered by the interim certificate in a day vocational school or composite school, or with the permission of the Minister in industrial arts classes of a high school or collegiate institute, or in shop work and drafting of the limited technical course in a high school or collegiate institute, subsequent to the date of the interim certificate, certified by the inspector concerned.

for the Vocational Specialist's Certificate

...two years of successful teaching experience in the subject or subjects covered by the interim certificate, in a day vocational school, subsequent to the date of the Interim Vocational Certificate, Type A, at least one year of which shall be in grade 11 or 12, certified by the inspector concerned. In addition, for this certificate, the applicant must submit evidence of Grade 13 standing in (i) English Composition, and (ii) in five additional papers, or standing the Minister deems equivalent thereto. For the table of standings considered equivalent to Grade 13 standing for the purpose of the five additional papers, (Circular 612g), the applicant should write to The Registrar, Ontario College of Education, 371 Bloor Street West, Toronto, Ontario, or to the Deputy Minister.

for the Permanent Occupational Certificate (General Subjects)

...two years of successful teaching experience in the general subjects of the occupational program in a secondary school, subsequent to the date of the Interim Occupational Certificate, Type B (General Subjects), certified by the inspector concerned.

for the Permanent Occupational Certificate (Practical Subjects)

...two years of successful teaching experience in the occupational program in a secondary school in one or more of the subjects named in the Interim Occupational Certificate, Type B (Practical Subjects), subsequent to the date of the interim certificate, certified by the inspector concerned.

for the Occupational Specialist's Certificate (General Subjects)

...two years of successful teaching experience in the general subjects in the occupational program in a secondary school, at least one year of which shall be in the senior year of the program, subsequent to the date of the Interim Occupational Certificate, Type A (General Subjects), certified by the inspector concerned.

for the Occupational Specialist's Certificate (Practical Subjects)

...two years of successful teaching experience in one or more of the subjects named in the Interim Occupational Certificate, Type A (Practical Subjects), in the occupational program in a secondary school, at least one year of which shall be in the senior year of the program, subsequent to the date of the interim certificate, certified by the inspector concerned.

for the Permanent Specialist Commercial Certificate

...two years of successful teaching experience in commercial work, subsequent to the date of the interim certificate, including at least one year of any two of Shorthand, Typewriting, Bookkeeping, Penmanship, Business Law, Commercial Arithmetic, Economics, and at least one year in grade 11 or 12 in any one of Shorthand, Typewriting and Office Practice, Bookkeeping, or Economics, certified by the inspector concerned.

for the Permanent Specialist Accountancy Certificate

...two years of successful teaching experience in commercial work, subsequent to the date of the interim certificate, including at least one year in any two of Typewriting, Shorthand, Office Practice, Bookkeeping, Penmanship, Business Law, Commercial Arithmetic, Economics, and at least one year in Grade 11 or 12 in any one of Typewriting and Office Practice, Bookkeeping, or Economics, certified by the inspector concerned.

for the Permanent Specialist Secretarial Certificate

...two years of successful teaching experience in commercial work subsequent to the date of the interim certificate, including at least one year in any two of Shorthand, Typewriting, Office Practice, Bookkeeping, Penmanship, Business Law, Commercial Arithmetic, Economics, and at least one year in Grade 11 or 12 in any one of Shorthand, Typewriting and Office Practice, or Economics, certified by the inspector concerned.

for the Permanent Intermediate Home Economics Certificate

...two years of successful teaching experience in home economics, subsequent to the date of the interim certificate, in the schools and grades in which the interim certificate is valid, certified by the inspector concerned.

for the Permanent Intermediate Industrial Arts Certificate

...two years of successful teaching experience in industrial arts, subsequent to the date of the interim certificate, in the schools and grades in which the interim certificate is valid, certified by the inspector concerned.

for the Permanent Specialist Certificate in Industrial Arts

...two years of successful teaching experience in industrial arts, subsequent to the date of the interim certificate, in the schools and grades in which the interim certificate is valid, certified by the inspector concerned.

for the Permanent Specialist Certificate in Vocal Music

...two years of successful teaching experience in vocal music, subsequent to the date of the interim certificate, in the schools and grades in which the interim certificate is valid, certified by the inspector concerned.

for the Permanent Specialist Certificate in Instrumental Music

...two years of successful teaching experience in instrumental music, subsequent to the date of the interim certificate, in the schools and grades in which the interim certificate is valid, certified by the inspector concerned.

for the Permanent Specialist Certificate in Physical and Health Education

...two years of successful teaching experience in physical and health education, subsequent to the date of the interim certificate, in the schools and grades in which the interim certificate is valid, certified by the inspector concerned.

for the Secondary School Principal's Certificate

...this permanent certificate will be issued when the Deputy Minister is informed that the holder of the interim certificate has assumed the position of Principal or Vice-Principal of a secondary school.

3. Procedure when application is being made for a permanent teaching certificate to replace one of the interim certificates listed on page 1

(a) Form 613 is to be used. Copies may be obtained from the Deputy Minister. (Not required when applying for a Secondary School Principal's Certificate.)

(b) Subject to (c) below, the teacher is to complete Form 613 to the end of Item 5, have it signed by the Principal, and then send it with the interim certificate attached, **direct** to the Deputy Minister.

(c) A teacher in a municipal inspectorate is to complete Form 613 to the end of Item 5, have it signed by the Principal, and then sent for endorsement to the Municipal Superintendent, who will forward it, with the interim certificate attached, **direct** to the Deputy Minister.

(d) The teacher is asked to send Form 613 to the Deputy Minister during the month of May, where possible. (If this is done, the teacher may include the month of June of the current year in the statement of experience.)

(e) Where the required successful teaching experience is completed by the end of June, and Form 613 is received at the Department before the end of October, the permanent certificate will be dated September 1 of the same calendar year. It should be emphasized, however, that there may be considerable delay in dealing with Form 613 if it is received at the Department during September or October. Where Form 613 is received at the Department on or after November 1, the permanent certificate will bear the date upon which it is issued.

(f) Where, through some circumstance, it has been impossible to complete at least the two years of required teaching experience before the certificate becomes invalid, the teacher should write direct to the Deputy Minister setting forth the situation and enclosing the interim certificate. The co-operation of teachers is requested in this procedure which, it is hoped, will reduce the amount of paper work required by teachers, inspectors, and Departmental officials in connection with the issuing of permanent teaching certificates.

4. Additional Information

(a) The types of certificate required for teaching the various special subjects in the various grades of a secondary school are listed in **Regulation for Secondary Schools.** Copies of this Regulation should be found in the principal's office.

(b) A mimeographed statement dealing with each of the topics listed below may be obtained upon application to the Deputy Minister.

- (i) Raising an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate to an Interim High School Assistant's Certificate, Type A. Circular 612 (a), Revised 1964.
- (ii) Proceeding from an Interim Vocational Certificate, Type B, or a Permanent Vocational Certificate to an Interim Intermediate Industrial Arts Certificate. Circular 612(b), Revised 1964.
- (iii) Proceeding from an Interim or Permanent Industrial Arts Certificate to an Interim Vocational Certificate, Type B. Circular 612(c), Revised 1964.
- (iv) Proceeding from a Permanent Vocational Certificate to an Interim Elementary-School Teacher's Certificate. Circular 612(d), Revised 1964.
- (v) Proceeding from an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate to an Interim Vocational Certificate, Type B. Circular 612(e), Revised 1964.
- (vi) Proceeding from an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate to an Interim Elementary-School Teacher's Certificate. Circular 612(f), Revised 1964.
- (vii) Table of standings considered equivalent to Grade 13 standing for the purpose of the Interim Vocational Certificate, Type A. Circular 612(g), Revised 1964.

(c) Information regarding the "endorsement" of an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate may be obtained from The Registrar, Ontario College of Education, 371 Bloor Street West, Toronto.

W. R. Stewart

Deputy Minister of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

Toronto, June 1, 1964.

CIRCULAR 1201
35M-63-3654

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to: Directors and Superintendents of Education
Elementary and Secondary School Inspectors
Principals of Elementary and Secondary Schools
Principals of Inspected Private Schools
Secretaries of School Boards.

Re: **Fire Prevention Education and Fire Safety Hints for Public Survival.**

The occurrence of Fire Prevention Week each autumn draws the attention of the schools and of the general public to the importance of safety measures against loss of lives and property through fire. On November 26, 1962, in Circular 1200 entitled "The Schools and Emergency Measures Against Nuclear Attack", I drew attention to two publications which are available, free of charge, from the Office of the Ontario Fire Marshal, and which give practical information regarding fire safety procedures.

The purpose of this memorandum is to remind you of the availability of these publications: "Fire Prevention Education—An Educational Guide for Teachers" which is for teachers only, and "Fire Safety Hints for Public Survival" for teachers and students. Requests for these publications should be directed to the Public Information Division, Fire Marshal's Office, 204 Richmond Street West, Toronto, Ontario. An order form is appended to this memorandum for your convenience.

F. S. Rivers
Chief Director of Education.

Toronto, October 15, 1963

Public Information Division
Fire Marshal's Office
204 Richmond Street West
Toronto 1, Ontario.

Please forward............copies of "Fire Prevention Education—An Educational Guide for Teachers",

and............copies of "Fire Safety Hints for Public Survival" to:

....

....

Date.. Signed ....

Position ....

October 24

United Nations Day 1964

It is harder to build than to demolish.

Between the architect's vision and the last brush of paint, construction demands careful skill and creative patience. To raze a building requires no more than the ability to wield a pick—or explode a bomb.

Similarly, it is harder to live in peace than to die by violence.

While the demands of peace are endless and complex, violence has a primitive simplicity about it which, even now, can influence human behaviour. Even though it has never really settled anything it can still appear as a short-cut solution, an instant substitute for wisdom.

Nineteen years ago the architects of the United Nations Charter showed that they understood this very clearly. When they expressed our *determination* "to save succeeding generations from the scourge of war" they recognised that if the words were to have more than rhetorical value the new world organization must differ radically from its ill-fated predecessor, the League of Nations. They recognised the demands of peace. First, that all men—all nations—are involved in them. Hence the nearly universal membership of the United Nations. And second, that peace involves the material welfare of all men. Hence the remarkable scope of United Nations action today in economic and social development and in the promotion and protection of human rights and freedoms.

It can be argued, of course, that even if much has been done, during the past nineteen years, to build on this grand design, much more remains undone. There is still violence in the world. There is still appalling poverty.

This cannot be denied.

At the same time it is worth noting that the ideas embodied in the Charter are, in many respects, as new and fresh today as they were in San Francisco. At that time they were unprecedented and man, with all his great qualities, does not have a reputation for accepting change with alacrity—even when the new direction is clearly to his advantage, and even when the old direction clearly leads to universal self-destruction.

The new ideas, however, are on the table and the changes are abroad. In the face of them reluctance must eventually be replaced by acceptance, and apprehension by confidence in our ability to live together—not through any suffocating discipline of uniformity, but in tolerant cooperative diversity.

Early this year one of a series of Dag Hammarskjold Memorial Lectures was delivered by his successor as Secretary General of the United Nations, U Thant. This was his concluding thought: "Two world wars were fought to make the world safe for democracy. The war we have to wage today has only one goal, and that is to make the world safe for diversity. The concept of peaceful co-existence has been criticized by many who do not see the need to make the world safe for diversity. I wonder if they have ever paused to ask themselves the question: what is the alternative to co-existence? The world is inhabited by over three billion human beings, and yet the fingerprint experts tell us that no two human beings have identical fingerprints. Human beings come in all sizes and shapes and in a variety of colours. This rich diversity is matched by an equal diversity in regard to religious beliefs and political ideologies. We are thrown together on this planet and we have to live together. That is why the Charter imposes the imperative on all human beings to practise tolerance and live together in peace with one another as good neighbours. To my mind this is the simplest definition of peaceful co-existence.

Looking ahead I hope we may be imbued with this spirit of tolerance. If all human beings, and nations large and small, were to be moved by this spirit we can indeed make the world safe for diversity, and for posterity".

As it begins its twentieth year the United Nations remains, as it was at its birth, man's most effective instrument so far for the attainment of this goal.

Litho in U.N. 05780–May 1964–200M

Catalogue

1964 - 65

United Nations Association in Canada

A. BASIC BOOKS AND PAMPHLETS ON THE UN

1. ***The Charter of the United Nations**—In small booklet. **10¢**
2. **United Nations**—What it is—What it does. New, enlarged, 30 p. **15¢**
3. ***The UN Family**—Describes all the agencies, FAO, WHO, UNESCO, etc., 44 p. New edition. **30¢**
4. **Questions and Answers on the UN,** by Arthur Larson. Invaluable compilation by outstanding authority. 58 p. 1964. **25¢**
5. **Basic Facts About The UN**—An official "pocket encyclopedia". 1964. 46 pages. **35¢**
6. **The United Nations — What You Should Know About It** — A popularized treatment, with many clever drawings. Revised edition, 52 p. **40¢**
7. **The United Nations And How It Works,** by D. C. Coyle. New edition of one of the most popular works ever written on the UN. Mentor, 1964, 222 p. **75¢**
8. **First Book of the United Nations,** by Edna Epstein. A long-needed book, written by wife of high UN official, which explains formation and operation of UN in plain language, many photos. Revised edition, 94 p. **$1.00**
9. **The United Nations — Design for Peace,** by S. S. Fenichell. Describes every aspect and agency of UN and what it has done. Handsomely ill'd. Stiff paper cover. 144 p. **$2.00**
10. ***Everyman's United Nations**—The definitive work on the UN and all it has done since its inception. Invaluable for school and community libraries. Official public'n. 1964 Edition. 656 p. Hard covers **$5.00.** Paper **$1.95**

Our Magazine: "The United Nations in Action"

Published bi-monthly, except in summer. Brings important, up-to-date material on the UN and its problems, peace-keeping, disarmament, development aid, food and population, etc. Single copy 25¢. Subscription $1.50 per year.

***Titles marked with asterisk also available in French. SEPT., 1964**

B. OFFICIAL PAMPHLETS OF UN AND ITS AGENCIES

1. ***UNICEF** — What It Is, What It Does.
2. ***UNESCO** — What It Is, What It Does.
3. **World Health Organization**—What It Is, What It Does.
4. ***Food and Agriculture Organization**—What It Is, What It Does.
5. ***International Labour Organization**—What It Is, What It Does.
6. ***International Civil Aviation Organization (UNA World Review).**
7. **World Bank and International Development Assoc'n**—What they are.
8. ***International Monetary Fund**—What It Is, What It Does.
9. **International Atomic Energy Agency**—What It Is, What It Does.
10. ***World Meteorological Organization**—What It Is, What It Does.
11. **International Telecommunications Union**—What It Is, What It Does.
12. ***UNRWA and the Palestine Refugees.**
13. **UN Work for Dependent Peoples.**
14. **General Assembly**
15. **Security Council**
16. **Economic and Social Council**
17. **Secretariat**
18. **International Court of Justice**
19. **Economic Commission for Europe**
20. **Econ. Comm'n for Asia and Far East**
21. **Economic Commission for Latin America**
22. **Economic Commission for Africa**
23. **Food Surpluses for Economic Dev't**
24. **UN Special Fund**
25. ***Status of Women**
26. ***UNICEF**
27. ***UN and Human Rights**
28. **The Trusteeship System**
29. **UN Emergency Force**
30. **Operational and Executive Personnel for Developing Countries (OPEX)**

Any four for 15¢, any ten for 35¢

C. FOR STUDENTS, UN CLUBS, SEMINARS, MODEL ASSEMBLIES

1. **The UN In Your High School**—Handbook for students on how to organize a UN Club and what to do. With much basic info. on UN and agencies. 32 p. 15¢
2. **How to Plan and Conduct Model UN Meetings**—A handbook prepared at UN, with complete and authoritative info. on Model Assemblies, Security Councils, Rules of Procedure, etc. Oceana, 128 p. $1.50
3. **Modified Rules of Procedure,** from above, for Model Assembbly and Model Security Council. 25¢
4. **Rules of Procedure of the General Assembly.** 25¢
5. **Rules of Procedure of the Security Council.** 25¢
6. **Guide to the Charter.** 40 p. 25¢
7. **Issues Before 19th Assembly**—Annual review prepared by Carnegie as Sept. number of **Int'l Conciliation.** Background of all major questions and disputes before UN. Invaluable to Model Assemblies, Seminars. **$1.00**
8. **World Facts and Figures.** Pocket digest of major UN statistical works on population, trade, etc. **25¢**

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9. Booklet I, 1951-57 **85¢**
10. Booklet II, 1957-61 **50¢**
or both for **$1.25**
11. **Visitors' Guide to UN**—Excellent 16 p. pamphlet. **10¢**
12. **Your United Nations** — Official guide book to UN buildings. Handsomely ill'd. 64 p. **$1.00**
13. **Canadian University Service Overseas**—Pamphlet. **Free**
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15. **UN Club Crest,** on felt. **50¢**
16. **UN Pin,** Silver, safety clasp **$1.25**

UN DISPLAY KITS

Attractive Display Kit (Approx. 30″ x 35″). Cleverly contrived display kit—made of stiff white board. Complete with posters and books on U.N. Ideal for schools, libraries, shop windows, etc. Instructions included. $3.95

***Set of Photo Posters, "UN at Work"**—15 photos, with captions, and UN organization chart, 14″ x 20″. $1.65

D. TEACHING AIDS ON THE UNITED NATIONS

1. **UNA Education Bulletin**—A new publication, to be issued twice a year. Contains classroom lesson outlines and program suggestions for elementary and secondary teachers, reviews of current books and films, etc. Two 1964 editions available, each 50¢
2. **Other Lands, Other Peoples**—Valuable fact book, by National Education Association. History, people, language, religion, government, education, population, etc., of 108 countries. 220 p. $2.00
3. **First Book of the United Nations**—See Basic Books, p. 1. For very bright Grade VIIs or VIIIs, up to average Xs. 89 p. $1.00
4. **The United Nations and How It Works**—by D. C. Coyle. See Basic Books, p. 1. 75¢
5. **Chronology and Fact Book of the UN, 1941-61**—by Chamberlin and Hovert. Oceana. 64 p. All UN events listed chronologically and indexed. $1.25
6. **Man and Hunger in the World.** A series of Standard Lessons for teachers, by FAO. 50¢
7. **The World's War on Want**—by Kathleen McLaughlin. UN success stories in fields of health, food, technical assistance and education. Oceana, 1961. 80 p. $1.00
8. **Teaching Human Rights**—New edition of official UN publication. 35¢

E. UNESCO'S TEACHING AND STUDY GUIDES

Study-Guide Series prepared by UNESCO Youth Institute, published by Oceana.

1. **World Peace and the United Nations.** Includes "A World Safe to Live In", "The Rule of Law" and "Refugees in Many Lands." $1.50
2. **Food for Life, Food for Thought.** About FAO and UNESCO. $1.50
3. **Towards Mankind's Better Health.** About WHO and UNICEF. $1.50
4. **Energy and Skills for Human Progress.** About ILO and the Int'l Atomic Energy Agency. $1.50
5. **Peace and the Dignity of Man** $1.50

Booklets drawn from above, each 50 to 60 pages.

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7. Building Peace in the Minds of Men. 50¢
8. Fighting Disease. 50¢
9. Towards a Better World for Children. 50¢
10. The Human Needs of Labor. 50¢
11. The UN—Who Needs It? 50¢
12. Human Rights—The Dignity of Man. 50¢

Note re UNESCO Publications:

The above Teaching and Study Guides, all information concerning UNESCO Gift Coupons, and Subscriptions to "UNESCO Courier" are obtainable from National Office, UNA.

For all other UNESCO pamphlets, posters and materials please apply to Canadian National Commission for UNESCO, 140 Wellington St., Ottawa.

F. WALL CHARTS AND MAPS

1. ***Flag Chart**—Six-color reproduction of flags of UN member-countries, 24" x 18". 35¢
2. **Large Colored Wall Chart** of UN Organization—36" x 44", with amusing animated drawings. Gives "life" to UN in class. 50¢
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4. ***Preamble to the Charter**—Handsome poster 30" x 40", in mailing tube. 50¢
5. **Map and Chart of Africa,** with extensive, tabulated information on states, population, government, products, literacy, etc. 1964. Civic Education Service, Washington. 50¢
6. **Map and Chart of Latin America,** similar to above. 50¢
7. **World Chart,** 34" x 48", "How 120 nations compare in geography, industry, government and living conditions." Civic Education Service. $1.00

G. ELEMENTARY TEACHING AIDS, CHILDREN'S BOOKS

Hi! Neighbour—UNICEF books of songs, dances, customs and costumes from 5 member countries in each volume. 64 p.

1. Vol. 1—Indonesia, Italy, Lebanon, Paraguay, Uganda. **$1.00**
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3. Vol. 3—Chile, Greece, Etheopia, Nigeria, Thailand (in color). **$1.50**
4. Vol. 4 — Guinea, India, Iran, Mexico, Poland (in color). **$1.50**
5. Vol. 5—Burma, Guatemala, Spain, Sudan, United Arab Republic, color. **$1.50**
6. Vol. 6—Peru, Pakistan, Ivory Coast, Yugoslavia (in color). **$1.50**
7. Vol. 7 — Ceylon, Jamaica, Philippines, Madagascar (in color). **$1.50**
8. **Three Promises To You,** by Munro Leaf. An amusingly illustrated introduction to the UN for ages 6-8. 60 p. **$1.00**
9. **Fun Around the World**—Something of interest, or something to draw or make, from 60 nations. 128 p. **$1.00**
10. **Valley of Trust** — Imaginative and humorous story of UN Family for junior elementary grades. Il'd, 61 p. **$1.00**
11. **Let's Find Out About the United Nations** An attempt to widen the horizons of the very young. Vocabulary 99 words. **$1.00**
12. **Little Songs About the UN**—Lyrics by Hy Zaret; music by Lou Singer. **$1.00**
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ONTARIO
DEPARTMENT OF EDUCATION

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CONFIDENTIAL

MEMORANDUM: TO ALL SUPERINTENDENTS, ASSISTANT SUPERINTENDENTS,
TO ALL INSPECTORS OF SCHOOLS,
TO PRINCIPALS OF TEACHERS' COLLEGES.

RE: THE ONTARIO CENTENNIAL PROJECT.

The Prime Minister recently announced that the Ontario Centennial Project will be a centre of science and technology which will be called the Centennial Centre of Science and Technology. The Centre will be located within a 180 acre site in the Don Valley in Metropolitan Toronto.

It is proposed that the central core of this project be completed by July 1, 1967, and it is intended that from this beginning an institution of international significance will grow.

The Centre will portray the development of Ontario and its peoples. By the use of the most modern methods of exhibit and display, the project will tell the story of inventions and developments which have taken place in our Province in agriculture, forestry, mining, manufacturing, transportation, communications, energy resources including hydro, health and medicine, and other fields.

The Centre will be designed to inform, to educate, to entertain, and to inspire. It will help us to appreciate and to understand our province, our country, and the world in which we live.

The concept, as it is now envisaged, has several significant advantages. One of the most important of these is the obvious contribution that the centennial project will make to our educational system. It can be used at all levels of education - elementary, secondary, Teachers' College, university and post university - to demonstrate the impact of science and technology in our daily lives. It is planned that, as the Centre develops, it will in fact become an integral part of the educational structure of Ontario.

The Minister of Education has requested that officials and inspectors of the Department send, in writing by October 20, their ideas and suggestions concerning the educational use of the Centre. These ideas might also include suggestions as to the displays and artifacts which the buildings might contain. In brief, any helpful comments

(over)

would be well received. Persons wishing to send in their ideas or suggestions should address them to:

The Chairman,
Education Committee,
Ontario Centennial Project,
Department of Education,
44 Eglinton Avenue West,
Toronto, Ontario.

W. R. Stewart

for F. S. Rivers,
Chief Director of Education.

September 22, 1964.

ONTARIO
DEPARTMENT OF EDUCATION
44 EGLINTON AVE. W.
TORONTO 12

This is the copy
we are using.

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Elementary and Secondary School Inspectors
Secretaries of Secondary School Boards
Departmental Officials

Re The Report of The Grade 13 Study Committee, 1964

The recent Report on Grade 13, with its added comments upon the whole field of post-secondary education, presents us all with a challenge as we enter upon the 1964-65 school year. The recommendations of the Report were offered as a carefully considered step toward the solution of several problems that are relevant to the Grade 13 year and indeed to all levels of education in the Province.

Not everyone will agree wholeheartedly with all of the proposals, but constructive differences of opinion will be helpful in the development of the further studies which must be made.

The members of the University Matriculation Board have concurred with me in approving the recommendations of the Report for the school year 1964-65. Consequently, the recommendations contained in Chapter 4 of the Report will govern the Grade 13 Departmental examinations of 1965.

From further comments made by the members of the University Matriculation Board and other persons closely interested in the educational system, I would add that the other recommendations of the Report are generally regarded as useful suggestions deserving the further study and exploration that it is intended they should receive.

It is my earnest hope that all those who are interested in providing the most suitable education for our young people will continue to consider the problems outlined in the Report and that they will contribute generously of their comments and suggestions as studies continue.

Minister of Education

September 1, 1964

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DEPARTMENT OF EDUCATION

SECONDARY EDUCATION BRANCH

September, 1964

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Mr. Stewart
This is the memo we hope the Minister will send out next week.
Mr Davis agreed in principle.
Mr Elborn helped with the wording.
Any chance of a decision to-day?
CAB
28/8

36 Picas

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44 Eglinton Ave. W.

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Memorandum to Directors and Superintendents
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Principals of Inspected Private Schools
Elementary and Secondary School Inspectors
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Re The Report of The Grade 13 Study Committee, 1964

□□□□□The recent Report on Grade 13, with its added comments upon the whole field of post-secondary education, presents us all with a challenge as we enter upon the 1964-65 school year. The recommendations of the Report were offered as a carefully considered step toward the solution of several problems that are relevant to the Grade 13 year and indeed to all levels of education in the Province.

□□□□□Not everyone will agree wholeheartedly with all of the proposals, but constructive differences of opinion will be helpful in the development of the further studies which must be made.

□□□□□The members of the University Matriculation Board have concurred with me in approving the recommendations of the Report for the school year 1964-65. Consequently, the recommendations contained in Chapter 4 of the Report will govern the Grade 13 Departmental examinations of 1965.

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□□□□□It is my earnest hope that all those who are interested in providing the most suitable education for our young people will continue to consider the problems outlined in the Report and that they will contribute generously of their comments and suggestions as studies continue.

Minister of Education

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W.R.D. G.W.

September 1, 1964

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DEPARTMENT OF EDUCATION
44 EGLINTON AVE. W.

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Elementary and Secondary School Inspectors
Secretaries of Secondary School Boards
Departmental Officials

Re The Report of The Grade 13 Study Committee, 1964

The recent Report on Grade 13, with its added comments upon the whole field of post-secondary education, presents us all with a challenge as we enter upon the 1964-65 school year. The recommendations of the Report were offered as a carefully considered step toward the solution of several problems that are relevant to the Grade 13 year and indeed to all levels of education in the Province.

Not everyone will agree wholeheartedly with all of the proposals, but constructive differences of opinion will be helpful in the development of the further studies which must be made.

The members of the University Matriculation Board have concurred with me in approving the recommendations of the Report for the school year 1964-65. Consequently, the recommendations contained in Chapter 4 of the Report will govern the Grade 13 Departmental examinations of 1965.

From further comments made by the members of the University Matriculation Board and other persons closely interested in the educational system, I would add that the other recommendations of the Report are generally regarded as useful suggestions deserving the further study and exploration that it is intended they should receive.

It is my earnest hope that all those who are interested in providing the most suitable education for our young people will continue to consider the problems outlined in the Report and that they will contribute generously of their comments and suggestions as studies continue.

William G. Davis

Minister of Education

September 1, 1964